



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
 Rehiyon XI
SANGAY NG COMPOSTELA VALLEY
 Capitol Complex, Cabidanan, Nabunturan, Compostela Valley



January 9, 2018

DIVISION MEMORANDUM

No. 2018-01-627



TO : **JOSIE T. BOLOFER, Ed.D.**
 OIC, Assistant Schools Division Superintendent
 DepEd Division of Compostela Valley

SUBJECT : **OFFICER IN- CHARGE, OFFICE OF THE
 SCHOOLS DIVISION SUPERINTENDENT**

1. In view of the official travel of the undersigned to Grand Regal Hotel, Davao City on January 10, 2018 to attend the conduct of National IPED Advocacy Forum, you are hereby advised to be the Officer-In-Charge of this Division on the said date.
2. In addition to your usual function as OIC-ASDS of this Division, you shall perform the following functions:
 - a. Represent the OIC-SDS in any activity where the presence of the OIC-SDS is expected, required and deemed important;
 - b. Approve/sign routine communications/requests while the policy determining matters shall be referred to the OIC-SDS by phone or await his return or referred to higher authorities concerned, if deemed necessary and appropriate;
 - c. Approve and sign leave of absence and travel papers of the school officials and division office staff and field personnel provided these are in accordance with the Department's policies; and
 - d. Render report to the OIC-SDS as actions undertaken, memoranda signed and communications sent to the field.

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3. Designated Officer-In-Charge (OIC) shall sign official communication in this manner:

By Authority of the
OIC-Schools Division Superintendent:

JOSIE T. BOLOFER, Ed.D.
OIC, Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

4. For guidance and compliance.



REYNANTE A. SOLITARIO, Ed. D, CESE
OIC, Schools Division Superintendent

Copy furnished:

Public Schools District Supervisor
Section/Unit Heads
All Employees
This Division

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