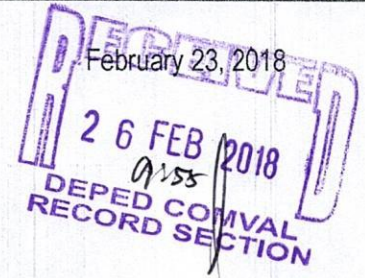


Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
 Rehiyon XI
SANGAY NG COMPOSTELA VALLEY
 Capitol Complex, Cabidanan, Nabunturan, Compostela Valley



DIVISION MEMORANDUM

No. 2018-02-111



TO : ENGR. NORBERTO S. MANLANGIT, MPA
 Administrative Officer V

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

1. In view of the official travel of the OIC-SDS to Aseana City, Parañaque City, to attend the National DepEd ICT Summit on February 26- March 1, 2018, you are hereby advised of your designation as the Officer In-Charge of the Office of the Schools Division Superintendent.
2. In addition to your usual function as Administrative Officer V 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.





Commission on Audit
Provincial Governors Office
Public Schools District Supervisor
Section/Unit Heads
All Employees
This Division

Copy furnished:

REYANTE A. SOLTARIO, Ed. D, CESE
OIC, Schools Division Superintendent

4. For guidance and compliance.

ENGR. NORBERTO S. MANLANGIT, MPA
Administrative Officer V
Officer-in-Charge
Office of the Schools Division Superintendent

OIC-Schools Division Superintendent:
By Authority of the

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