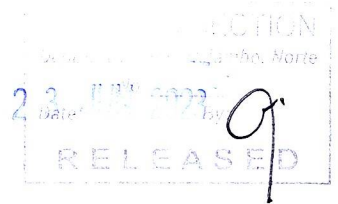




Republic of the Philippines
Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

June 22, 2023

Division Memorandum

No. 230, s. 2023

**SCOPE OF RESPONSIBILITY AND SIGNING AUTHORITY
IN THE NEW RE-CLUSTERED DISTRICTS**

TO: Leynie Boy G. Bellino – Division ALS Focal Person
Ma. Grace B. Kim – EPSA
Ramon S. Amado – EPSA
Rorich Y. Saura – EPSA
Yusoph A. Dauh – EPSA
Sarakiya C. Hamin – EPSA
Rodgee Z. Pausal – Asst. EPSA
Jermie G. Cudo – Asst. EPSA
Public Schools District Supervisors/PICDs

1. Pursuant to the issuance of Division Memorandum No. 144, series of 2023 and Division Memorandum No. 140, series of 2023 relative to the official signatories of the DTR for all the teaching, teaching related, non-teaching and School Heads and the re-clustering of districts respectively, this division deems to provide equal direction to the Alternative Learning System in order to assure that the MATATAG Agenda and the division 6 x 6 management approach should have been in placed for maximum delivery of educational services.

2. The Assistant EPSA and EPSA shall have the area of responsibility of the districts stated herein and the signing authority of their Daily Time Record (DTR) shall be the PSDS of their satellite station with the understanding that the same shall be submitted five (5) days after the end of the month. However, with the issuance of OSDS-2023-No.274 and OSDS-2023-No.275 to EPSA Ma. Grace B. Kim and EPSA Ramon S. Amado respectively, the signing authority will be the Division Inclusive Education Supervisor as they will be reporting to the division office weekly in alternate basis.

3. This memorandum is in consideration of the submission of DTR of which Monthly Accomplishment Report submission of all ALS personnel is still in effect with the same template unless otherwise further revised or improved.

4. This memorandum shall take effect immediately.



Address: Capitol Drive, Estaka, Dipolog City 7100

Email: zn.division@deped.gov.ph

FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843

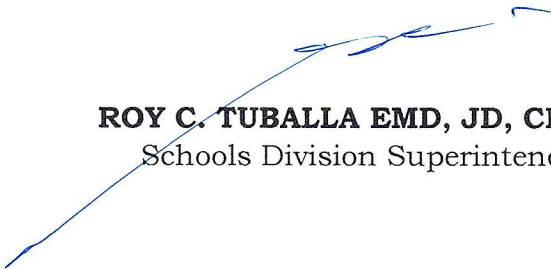
Website: www.depedzn.net



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5. Immediate dissemination of this memorandum is desired for proper information of all concerned.



ROY C. TUBALLA EMD, JD, CESO VI
Schools Division Superintendent

Encl: As stated

Reference: Division Memo No. 140, s. 2023

Division Memo No. 144, s. 2023

OSDS-2023-No.274

OSDS-2023-No.275

CIDlgb/ScopeofResponsibilityandSigningAuthorityintheNewRe-ClusteredDistricts/14-2023/06222023



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Enclosure to Division Memorandum No. _____, series of 2023

CLUSTER	DISTRICTS COVERED	ASSIGNED Asst. EPSA/EPSSA	SATELLITE STATION	SIGNING AUTHORITY OF DTR
1	La Libertad, Mutia, Pinan, Polanco I, Polanco II, Sergio Osmena I, Sergio Osmena II, Rizal, Sibutad	Ma. Grace B. Kim	Schools Division ALS Office	Leynie Boy G. Bellino
2	Katipunan I, Katipunan II, Roxas I, Roxas II, Manukan I, Manukan II	Ramon S. Amado	Schools Division ALS Office	Leynie Boy G. Bellino
3	Ponot, Sindangan North, Sindangan Central, Sindangan South, Siayan	Rorich Y. Saura	Sindangan Pilot Demonstration School, Sindangan Central District	PSDS of Sindangan Central
4	Bacungan, Godod, Salug I, Salug II, Tampilisan, Kalawit	Rodgee Z. Pausal	Salug CS, Salug I District	PSDS of Salug I District
5	Liloy I, Liloy II, Labason, Gutalac I, Gutalac II	Jermie G. Cudo	Gutalac CS, Gutalac I District	PSDS of Gutalac I District
6	Baliguian, Siocon, Sirawai, Sibuco	Sarakiya C. Hamin	Sibuco CS, Sibuco District	PSDS of Sibuco District
MEP & ALS ALIVE		Yusoph A. Dauh	Salug CS, Salug I District	PSDS of Salug I District



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