



Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION
DepED, Division of Zambo. Norte
No: _____
Date: 12 2023 By: [Signature]
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Office of the Schools Division Superintendent

July 11, 2023

Division Memorandum
No. 280, s. 2023

Succession on the Delegation of Authority in the Administrative Services

TO: Section/ Unit Heads
Identified SDO Personnel

1. In the exigency of the service and to bolster the organization's concomitant to its day-to-day operation, the succession on the delegation of authority in the Administrative Services shall be in the following order effective immediately.
2. Herewith is the Succession Matrix for referral.
3. As such, you shall act on matters which are routinary and shall hold in abeyance those which are discretionary in nature. However, urgent matters which require immediate action should be communicated directly to the higher superior instruction.
4. For information, guidance, and compliance.

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

ADMIN/het/Succession on the Delagation of Authority/OfficeMemorandum001-2023/07112023



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SUCCESSION MATRIX

OFFICIALS		SUCCESSOR(S)		SUCCESSOR(S)	
Name	Position	Name	Position		
HELEN E. TANGON	AO-V	1. JUN LEONARD U. ROMARATE	AO-IV	Edwin O. Curam (AO-II)	
		2. MARYLYNNE B. BAYRON	AO-IV	Sheilmae E. Dayapdapapan (AO-II On-Leave) Babie Rogean D. Grapa (AO-II) Jemima D. Garay (AO-II- Payroll)	
		3. ARNEL C. MASION	AO-IV	Atty. Noriza L. Daga (Adas-II)	
		4. ELENA A. NIEVES	AO-IV	Jolibee C. Inclan (Adas-II)	

Submitted:

HELEN E. TANGON
 Administrative Officer V

Approved:

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



“Be and Do Much Better Each Day with a Sense of Urgency”

