



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
 Capitol Drive, Estaka, Dipolog City

DEPARTMENT OF EDUCATION  
 DIVISION OF ZAMBOANGA DEL NORTE  
**RELEASED**  
 PARA SA  
 EDUKASYON  
 05 APR 2016  
 DATE: \_\_\_\_\_  
 BY: \_\_\_\_\_  
 NAME/SIGNATURE

Division Memorandum No. 117 Series of 2016

To : **ARCELITA B. ZAMORAS**  
 Education Program Supervisor I  
 School Governance and Operations Division

From : **NATIVIDAD P. BAYUBAY, CESO VI**  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

Subject : **AUTOMATIC DESIGNATION AS OFFICER-IN-CHARGE**

Date : **APRIL 4, 2016**

In the interest of the service and in order to expedite the processing of documents and to avoid delay in the compliance of reportorial requirements to this office, offices of this department and to other agencies of the government, in the absence of the Chief of that division, you are hereby informed of your **Automatic Designation as Officer-In-Charge of the SGOD** and will sign documents which are regular in its form and ministerial to the office of the SGOD Chief, subject, however, to your conscientious assessment and evaluation.

You are further directed to evaluate all papers before Mrs. Singson will sign and approve documents and shall affix your counter signature on every document for approval and signature of the Chief SGOD.

You are therefore, responsible of the proper and appropriate operation of the SGOD and shall make appropriate recommendation for the formulation of division policy and the strict observance of pertinent DepED rules relevant for the proper governance in the different schools of this division.

You may call for a consultation and/or a meeting subject to the approval of this office whenever necessary and in the exigency of the service.

This designation does not entail additional remuneration and may be recalled/revoked accordingly.

For Information, Guidance and Compliance.

Cf: **JOY E. LETRAN-SINGSON, E.M.D.**  
 Chief Education Supervisor  
 School Governance and Operation Division

**LOURMA I. POCULAN**  
 OIC-Assistant Schools Division Superintendent

**PSDS'S/SCHOOL PRINCIPALS/SCHOOL HEADS**

**ALL OTHERS CONCERNED**

**201 FILE**