



Republic of the Philippines
Department of Education
 REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION
 DepED, Division of Zambo. Norte
 No: _____
 Date: **SEP 02 2024**
 RELEASED

Office of the Schools Division Superintendent

September 2, 2024

Division Memorandum
 No. 461, s. 2024

**DELEGATED AUTHORITY TO SIGN DOCUMENTS FOR AND ON BEHALF OF
 SCHOOLS DIVISION SUPERINTENDENT**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Section/Unit Heads
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

1. Relative to the assignment order of the new OIC-ASDS and in line with the Localized 6x6 Management Approach, authority is hereby given to the following to sign specific documents on behalf of the undersigned, effective immediately:

- **Lourma I. Poculan CESO VI**
 Assistant Schools Division Superintendent
- **Jerry C. Bokingkito CESE**
 OIC – Assistant Schools Division Superintendent

2. The delegated signing authority includes, but is not limited to:

- 2.1 Attested or Noted By: Notices of meetings, activities, and reports from CID employees.
- 2.2 Approved: Activity proposals originated and prepared by field offices.
- 2.3 Other Related Documents: Non-financial documents, **except those requiring signatures from the central office, regulatory bodies, or by law.**

3. In addition, to ensure efficient document processing, the following approval process is established:

- 3.1 **Clusters 1-3, Admin. & Gen. Services and CID Office:**
 Documents will be approved by *ASDS Lourma I. Poculan.*
- 3.2 **Clusters 4-6, Finance and SGOD Office:**
 Documents will be approved by *ASDS Jerry C. Bokingkito.*

4. Further, all documents, whether originating from the division office, schools, or districts, shall have only a maximum of 3 copies freshly signed, and the rest of the copies will be for facsimile signature.

5. Immediate dissemination and compliance of this memorandum is desired.

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

OSDS/smls/delegated authorities
 09012024



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843
 Email: zn.division@deped.gov.ph Website: www.depedzn.net
 FB: DepEd Tayo- Schools Division of Zamboanga del Norte