



Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent

RECORDS SECTION
 DepED, Division of Zambo. Norte
 No: _____
 Date: JUN 15 2024 By: _____
RELEASED

June 3, 2024

Division Memorandum
 No. 300, s. 2024

**DELEGATED AUTHORITY TO SIGN DOCUMENTS FOR AND IN 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. In line with the Localized 6x6 Management Approach, authority is hereby given to the following to sign specific documents in behalf of the undersigned, effective immediately:

- **Assistant Schools Division Superintendent (ASDS)**
- **Curriculum Implementation Division Chief Education Supervisor (CID CES)**

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 1-2 & CID Office:** Documents will be approved by *ASDS Lourma I. Poculan*.
- 3.2 **Clusters 3-4:** Documents will be approved by *CID CES Zyhrine P. Mayormita*.
- 3.3 **Clusters 5-6, SGOD, Administrative Services, & Finance Office:** Documents will be approved by *the Schools Division Superintendent*.

3. 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.

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

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

OSDS/smls/delegated authorities
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