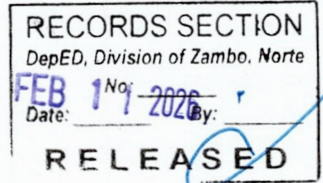




Republic of the Philippines
Department of Education
 REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



11 February 2026

Division Memorandum

No. 93 s. 2026

MANDATORY POSTING OF SUCCESSION MATRIX IN SCHOOL OFFICES AND ATTACHMENT TO TRAVEL ABROAD APPLICATIONS

To: Division Chiefs
 PSDSs/PICDs
 School Heads (Elementary/Secondary)
 Teaching and Non-Teaching Personnel
 All Others Concerned

1. It has come to attention of this office that officials and employees leave their stations without assigning alternate/s, create ambiguity among stakeholders and impair the delivery of expected services.
2. To ensure operational continuity and provide basis for delegation of authority, the office enjoins the posting of signed succession matrix in all school offices/transparency boards and attachment to travel abroad applications. The said document shall specify the names of successors and enumerate the tasks delineated (samples enclosed), except for responsibilities which may not be delegated pursuant to regulations and policies.
3. The matrix shall be the basis for the HRMO/PSDS/School Head in the issuance of Certificate of Succession Compliance to Discharge Duties and Responsibilities required for travel abroad and for the monitoring officials to verify process workflow.
4. For teachers applying for travel abroad, a Certification issued by the School Head is required in lieu of the matrix, stating that a substitute will take-over the teaching assignments of the applicant or that the period of leave coincides with the summer break. Any applications that lack the above-mentioned requirement may not be acted upon until fully satisfied.
5. The succession matrices shall be attested by the following officials:

Position	Attesting Official
Non-Teaching (School)	School Head
School Head	PSDS
PSDSs and CID personnel	CID Chief
Nurses & SGOD personnel	SGOD Chief
OSDS personnel	SDS

6. Widest dissemination of this memorandum is mandated.

MARAJANI M. JACINTO EdD, CESO V
 Schools Division Superintendent



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SAMPLE



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SUCCESSION MATRIX
(SAMPLE)

This document shall ensure operational continuity and serves as basis of authority in the performance of tasks assigned to the **School Head (sample)** during her/his absence.

OFFICER-IN-CHARGE		SUCCESSOR(S)		DUTIES AND RESPONSIBILITIES (Check your KRA/Functions)
Name	Designation	Name	Position	
JUAN T. DELA CRUZ	School Head	1.(preferably the next in rank)	HT II	Attends to clients' queries/concerns
		2.(preferably the next in rank)	MT II	Reviews travel order and signs certificate of appearance
		3.(preferably the next in rank)	MT I	Checks and signs certification, payroll/worksheets
		4. (preferably the next in rank)	AO II	Assesses and approves pass slips, fuel requisitions, trip tickets and the like
				Reviews documents and endorses/signs transmittal
				Oversees general services tasks and performance
				Performs all other routinary tasks per office function

Acknowledged and agreed by:

JUAN T. DELA CRUZ
 School Principal V

HT II

MT II

MT I

AO II

Attested:

PSDS



SAMPLE



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SUCCESSION MATRIX
 For School Operational Continuity
(Sample for Non-Teaching Personnel)

This document serves as basis in the delegation of authority and its concomitant tasks to ensure non-interruption of service delivery while any of the undersigned is on leave of absence or out of office for official business transactions.

EMPLOYEES		SUCCESSOR(s)		DUTIES AND RESPONSIBILITIES (Check your KRAs)
Name	Position	Name	Position	(SAMPLE)
Employee 1	AO IV	Employee 2	AO II	Initially inspects and accepts deliveries/checks accountabilities of personnel
		Employee 3	ADAS II	Supervises and releases items per request/reviews attachments to delivered items/equipment or rendered services
		Employee 4	ADAS II	Signs necessary documents, for and in his behalf and updates records
		Employee 5	ADA VI	Prepares/signs documents/reports relative to procurement, custodianship and inventory.
Employee 3	ADAS II	Employee 2	AO II	Prepares the SDO Annual Procurement Plan and Agency Procurement Request on a quarterly basis for validation by DBM and Purchase requests, if necessary
		Employee 4	ADAS II	Prepares Requisition and Issuance Slip and Inspection and Acceptance Report for every delivered supplies and equipment/reviews accuracy and completeness of documents
		Employee 1	AO IV	
Employee 5	ADA VI	Employee 2	AO II	Physically inspects and reviews delivered supplies to ensure adherence to quarterly and quality specification





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REGION IX

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		Employee 3	ADAS II	Receives and records supplies, materials and equipment upon delivery, and prepare issuance of supplies and materials to requesting units.
		Employee 4	ADAS II	Prepares Requisition and Issuance Slips (RIS) and releases items pursuant to requisitor's actual need per storage policy
				Records of Supplies and Materials Issued, prepare monthly reports of Supplies and Materials Issued, and Inventory Reports of Supplies Materials
Employee 2	AO II	Employee 1	ADAS II	Prepares documents regarding procurement, custodianship and disposal
		Employee 3		Conducts inventory and maintains an updated inventory record of properties following the adopted policies
		Employee 4	ADAS II	Prepares the required reports (RPCPPE, RPCSP, RSMI, WMR, etc)
Employee 4	ADAS II	Employee 3	ADAS II	Prepares reports on completed Purchase Orders and submit to COA on a monthly basis.
		Employee 2		Prepares Inspection and Acceptance Report (IAR) for books/other items
		Employee 1	AO II	Prepares fuel consumption report on a monthly basis.
				Receives and records completely delivered books.

Acknowledged and agreed by:

EMPLOYEE 4
ADA VI

EMPLOYEE 3
ADAS II

EMPLOYEE 5
ADAS II

EMPLOYEE 2
AO II

EMPLOYEE 1
AO IV

Attested:

School Head



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