



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

DEPED DIVISION OF DAVAO DEL NORTE
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Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2022-081

To: School Governance and Operations Division (SGOD)
Curriculum Implementation Division Chief (CID)
All Division Unit Heads
All School Heads
All Others Concerned

Subject: Designation as In-Charge of the Division

Date: November 14, 2022

In exigency of the service and in view of the absence of the undersigned due to the official business from November 21-28, 2022, the following are hereby designated In-Charge of the Division in this order:

1. Eduard C. Amoguis- Chief Education Program Supervisor, (CID)Curriculum Implementation Division
2. Ramel M. Pilo - Chief Education Program Supervisor, School Governance and Operations Division (SGOD)
3. Rosalinda N. Dionio – Administrative Officer V
4. Gay P. Taguiran - Senior Education Program Specialist, Human Resource Development (HRD)

In instances where the first listed is also not present on a certain date, the succeeding name shall be the Officer-In-Charge on that date.

As such, above listed personnel are to perform the routine functions of a Schools Division Superintendent except on the following which should be held pending until the return of the undersigned or to be referred to over mobile phone:

- Appointments/transfer/detailship and other forms of personnel action; and
- Matters that are policy-determining and or other concerns that cannot be delegated.

Ms. Rosalinda N. Dionio will be the Alternate Signatory of the undersigned and of the Cashier, Rowena M. Inutan in all financial documents to avoid delay in the processing of financial documents.

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Authority to travel of personnel, destination of which is outside Davao Region shall be consulted first with the undersigned before those documents shall be approved by the Officer-In-Charge.

For the Schools Division Superintendent:

When the period of designation ends, it is expected that a report shall be rendered on the activities undertaken and to furnish copies of memoranda/communications which shall have been received/ sent within the aforementioned period.

Please be guided accordingly.

For the Schools Division Superintendent:



REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent

