



Republic of the Philippines
Department of Education
REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

DEPED DIVISION OF DAVAO DEL NORTE
RECORDS SECTION
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Date: 27 OCT 2022 9:45 AM
By: _____

Office of the Schools Division Superintendent

OFFICE MEMORANDUM
OSDS-2022-072

To: **REBECCA C. SAGOT, CESO VI**
Assistant Schools Division Superintendent

Subject: Authority to Sign Additional Documents

Date: 25 October 2022

In the exigency of the service and in view of the forthcoming retirement of undersigned you are hereby authorized to sign additional documents in the Division of Davao del Norte effective immediately.

You are authorized to sign/approve the following:

1. Form 7
2. Working Papers on Claims
3. Application for Leave for Teachers with more than four (4) days but not to exceed twenty-nine (29) days (Other kinds of leaves will be signed by the concurrent Officer-In-Charge (OIC) of the Division)
4. Travel Authority for the Division Chief and below Division Chief including Public Schools District Supervisors (PSDS) in the Division Office and School Head, and Teaching and Non-Teaching personnel in the Schools.

Please be guided accordingly.

DEE D. SILVA, DPA, CESO V
Schools Division Superintendent

PER/rbg

