



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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**Office of the Schools Division Superintendent**

**OFFICE MEMORANDUM**

OSDS-2022-077

To: Office of the Assistant Schools Division Superintendent  
 School Governance Operations Division Chief  
 Curriculum Implementation Division Chief  
 All Unit Heads

Subject: Addendum to Office Memorandum 072, s. 2022 on Authority to Sign Additional Documents

Date: 03 November 2022

Relative to the Office Memorandum No. 072, s. 2022, it is hereby informed that the following signatories are authorized to sign additional documents in this Division, effective immediately.

| Authorized Signatory   | Documents for Approval  |
|--|---|
| <b>Rebecca C. Sagot</b> , Assistant Schools Division Superintendent    | • Notice of Salary Adjustment (NOSA)  |
|  | • Report on Vacancy (ROV)   |
|  | • Requisition and Issue Slip (RIS)  |
|  | • Equivalent Record Form (ERF)  |
|  | • Request for Leave Credits   |
| <b>Ramel M. Pilo</b> , School Governance and Operations Division Chief | • Leave Applications (Form 6) not to exceed twenty-nine (29) days                                       |
|  | • Daily Time Record (DTR) of School Heads<br>• Monthly Performance Output Report (MPOR) of School Heads |

Please be guided accordingly.

For the Schools Division Superintendent:

**REBECCA C. SAGOT, CESO VI**

Assistant Schools Division Superintendent

