



99842

Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2023- 060

To: SOLLIE B. OLIVER, JD, MATE
Chief Education Supervisor - SGOD

Subject: DESIGNATION ORDER

Date: February 27, 2023

1. In the exigency of service, and while the Assistant Schools Division Superintendent Basilio P. Mana-ay Jr., is on leave of absence. Starting February 20, 2023, you are hereby designated to act on his behalf, specifically on:
 - Approval of Official Local Travels for destinations within the Division
 - Recommending approval of Project Proposals / Project Designs
 - Recommending approval of Training Activity Plan / Training Needs Assessment
 - Recommending approval of Work and Financial Plans
 - Recommending approval of Annual Improvement Plan (AIP), APP-CSE, APP-GPPB and PPMP.
 - Recommending approval of Permit to Conduct Research
 - Approval of Monthly Report of Tardiness
 - Recommending approval of Report on Physical Count of Inventories
 - Act on communications routed by the Schools Division Superintendent, and
 - Such other duties and functions of the Assistant Schools Division Superintendent that will be delegated by the Schools Division Superintendent.
2. Such designation shall be effective immediately unless appropriately revised or revoked by a competent authority thru order / memorandum, or upon the reinstatement of the Assistant Schools Division Superintendent.
3. For your information and guidance.

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
23-99842

DATE: 28 MAR 2023 TIME: 9:58am

BY:

CRISTY C. EPE
Schools Division Superintendent

C. OFFICIAL FOREIGN TRAVEL

Office/Position	Recommending Authority	Approving Authority
c. Schools Division Office		
1. Schools Division Superintendent (SDS), and Assistant SDS	RD	Undersecretary for Operations
2. Division Chief, and Below, including PSDS	SDS	Undersecretary for Operations
d. Schools		
1. School Head	SDS	Undersecretary for Operations
2. Teaching personnel, and Non-Teaching personnel	SDS	Undersecretary for Operations

D. OFFICIAL LOCAL TRAVEL

Office/Position	Recommending Authority	Approving Authority
c. Division Office		
1. SDS	None	RD (for destinations outside the Division only)
2. ASDS	SDS (for destinations outside the Division only)	RD (for destinations outside the Division only)
	None (for destinations within the Division)	SDS (for destinations within the Division)
3. Division Chief, and Below, including PSDS	ASDS	SDS
d. Schools		
1. School Head (SH)	ASDS	SDS
2. Teaching personnel, and Non-Teaching personnel (for destination within the Division)	None	SH
3. Teaching personnel, and Non-Teaching personnel (for destination outside the Division)	SH	SDS

E. PERSONAL FOREIGN TRAVEL

Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375

Office/ Position	Up to 60 Calendar Days		More than 60 Calendar Days to One (1) Year	
	Recommending Approval	Approval	Recommending Approval	Approval
c. Schools Division Office				
1 SDS/ASDS	ARD	RD	ARD	Undersecretary for Operations
2 Division Chief	ASDS	SDS		
3 Below Division Chief	Division Chief	ASDS	Division Chief and ASDS	SDS
d. Schools				
1 School Head/Head Teacher/TIC	ASDS	SDS	ASDS	SDS
2 Teaching and Non-teaching personnel	School Head	ASDS	School Head and ASDS	SDS

ii. Grant of Service Credits of Teachers

The special order for the grant of service credits for teachers shall be signed by the SDS upon recommendation of School Head. Please refer to **DepEd Order NO. 53, s. 2003** entitled *Updated Guidelines on Grants on Vacation Service Credits to Teachers*, with **DepEd Order No. 84, s. 2003** entitled *Updated Guidelines on Grant of Vacation Service Credits to Teachers*, and **DepEd Memorandum No. 077, s. 2022** or the *Computation of Public School Teachers' Proportional Vacation Pay for SY 2021-2022*.

H. RETIREMENT

Particulars	Central Office		Regional Office		Schools Division Office	
On cash advances, accounts receivable, and travelling expenses paid in advance	Chief of Accounting Division		Chief of Finance Division		Head of Accounting Unit	
On cash Accountability	Chief of Cash Division		Chief of Finance Division		Head of Accounting Unit	
On Provident Fund Loan	Chief of Employee Account Management Div.		Chief of Finance Division		Head of Accounting Unit	
On property accountability	Chief of Asset Management Div.		Chief of Administrative Division		Head of Admin.	
On attendance records and salary overpayment	Chief of Personnel Division		Chief of Administrative Division		Head of Admin.	
On pending administrative case	Director of Legal Service		Legal Officer		Legal Officer	



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