



Department of Education  
Region III  
**DIVISION OF ANGELES CITY**  
Jesus Street, Pulungbulu, Angeles City



Tel. No.(045) 322-5722; 322-4702/Fax Nos. (045)887-6099  
email address: [angeles.city@deped.gov.ph](mailto:angeles.city@deped.gov.ph)

**RELEASED**

October 22, 2018

**DIVISION MEMORANDUM**  
No. 474, s. 2018

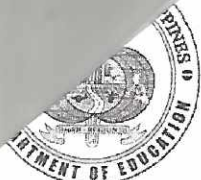
OCT 22 2018  
By DepED Angeles City  
Division of City Schools

**CORRIGENDUM TO REGIONAL MEMORANDUM NO. 159, S. 2018**  
**(FUNCTIONS DELEGATED TO THE OFFICER-IN-CHARGE,**  
**OFFICE OF THE ASSISTANT REGIONAL DIRECTOR)**

To: OIC – Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisor  
Public Schools District Supervisors  
Division Personnel  
All Others Concerned

1. Please be informed of the attached Regional Memorandum No. 159, s. 2018 and Regional Memorandum No. 166, s. 2018 entitled "Functions Delegated to the Officer-in-Charge, Office of the Assistant Regional Director and Corrigendum to Regional Memorandum No. 159, s. 2018", respectively.
2. For information and guidance.

  
**LEILANI S. CUNANAN, CESO VI**  
Schools Division Superintendent



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION III-CENTRAL LUZON**

Matalino St., D.M. Government Center, Maimpis, City of San Fernando, Pampanga  
Website: [www.deped.gov.ph/regions/region-iii](http://www.deped.gov.ph/regions/region-iii) ✕ Email: [region3@deped.gov.ph](mailto:region3@deped.gov.ph)  
Telephone Numbers: (045) 598-8580 to 89 loc. 102; 103



OCT 19 2018

October 17, 2018

**REGIONAL MEMORANDUM**

No. 166, 2018

**CORRIGENDUM TO REGIONAL MEMORANDUM NO. 159, S. 2018**  
**FUNCTIONS DELEGATED TO THE OFFICER-IN-CHARGE,**  
**OFFICE OF THE ASSISTANT REGIONAL DIRECTOR**

To: OIC-Office of the Assistant Regional Director  
Schools Division Superintendents  
Chiefs of Divisions, Heads of Sections/Units  
All Others Concerned

1. The following items of the said Regional Memorandum shall be signed by the official opposite the said communication:

Communication	Signatories
<ul style="list-style-type: none"><li>Item 5 (5.3) Approval/Disapproval on the request of teacher for transfer of station (school)</li><li>Personnel actions with deficiencies</li></ul>	Chief Administrative officer, Administrative Division
<ul style="list-style-type: none"><li>Item 5 (5.10 &amp; 5.12) All request for Authority to Travel Abroad to be transmitted to DepEd Central Office</li></ul>	Regional Director

2. Other provisions of Regional Memorandum No. 159, s 2018 remains in effect.

  
**BEATRIZ G. TORNO, Ph. D., CESO IV**  
Regional Director



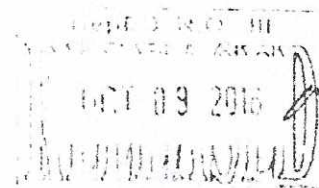
DEPARTMENT OF EDUCATION  
REGION III-CENTRAL LUZON

Matalino St., D.M. Government Center, Maimpis, City of San Fernando, Pampanga  
Website: [www.deped.gov.ph/regions/region-iii](http://www.deped.gov.ph/regions/region-iii) Email: [region3@deped.gov.ph](mailto:region3@deped.gov.ph)  
Telephone Numbers: (045) 598-8580 to 89 loc. 102; 103



REGIONAL MEMORANDUM

No. 159, 2018



**FUNCTIONS DELEGATED TO THE OFFICER-IN-CHARGE, OFFICE OF THE ASSISTANT  
REGIONAL DIRECTOR**

To: OIC-Office of the Assistant Regional Director  
Schools Division Superintendents  
Chiefs of Divisions, Heads of Sections/Units  
All Others Concerned

1. The Officer-In-Charge, Office of the Assistant Regional Director, shall act as Chairman of the following Committees:

- 1.1 Human Resource Management Promotion and Selection Board;
- 1.2 Regional Grievance Committee;
- 1.3 Regional Performance Management Committee;
- 1.4 Regional Training Management Team;
- 1.5 Program on Awards and Incentives for Service Excellence (PRAISE) Committee;
- 1.6 Chairman of the Regional Performance Review and Evaluation Committee (RPREC-PBB);

2. As chairman of the said committees, he is to facilitate the implementation of all programs and activities desired and mandated under existing policies, rules and regulations.

3. He shall assist the Regional Director in planning, implementing and in the monitoring and evaluation of programs and projects.

4. He shall represent the Regional Director and sign routine communications in her absence.

5. He shall approve the following:

- 5.1 Upgrading of positions through Equivalent Record Form (ERF) and Reclassification of positions;
- 5.2 Approval/Disapproval/Discrepancy on the Authority to Fill Vacant Teacher Items;
- ✓ (5.3) Approval/Disapproval on the request of teacher for transfer of station (school);
- 5.4 Approval/Disapproval of application for Service Credits;
- 5.5 Approval for application of retirement of teaching and non-teaching except under RA 1616;
- 5.6 Application for Leave of Absence of RO employees except for Division Chiefs;
- 5.7 Application for monetization of leave credits (CSC) Form 6) of DepEd RO III personnel (30 days);



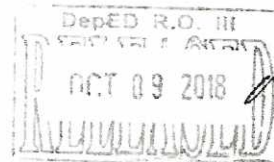
Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION III-CENTRAL LUZON**

Matalino St., D.M. Government Center, Maimpis, City of San Fernando, Pampanga  
Website: [www.deped.gov.ph/regions/region-iii](http://www.deped.gov.ph/regions/region-iii) ✉ Email: [region3@deped.gov.ph](mailto:region3@deped.gov.ph)  
Telephone Numbers: (045) 598-8580 to 89 loc. 102; 103



**REGIONAL MEMORANDUM**

No. 159, 2018



**FUNCTIONS DELEGATED TO THE OFFICER-IN-CHARGE, OFFICE OF THE ASSISTANT  
REGIONAL DIRECTOR**

To: OIC-Office of the Assistant Regional Director  
Schools Division Superintendents  
Chiefs of Divisions, Heads of Sections/Units  
All Others Concerned

1. The Officer-In-Charge, Office of the Assistant Regional Director, shall act as Chairman of the following Committees:
  - 1.1 Human Resource Management Promotion and Selection Board;
  - 1.2 Regional Grievance Committee;
  - 1.3 Regional Performance Management Committee;
  - 1.4 Regional Training Management Team;
  - 1.5 Program on Awards and Incentives for Service Excellence (PRAISE) Committee;
  - 1.6 Chairman of the Regional Performance Review and Evaluation Committee (RPREC-PBB);
2. As chairman of the said committees, he is to facilitate the implementation of all programs and activities desired and mandated under existing policies, rules and regulations.
3. He shall assist the Regional Director in planning, implementing and in the monitoring and evaluation of programs and projects.
4. He shall represent the Regional Director and sign routine communications in her absence.
5. He shall approve the following:
  - 5.1 Upgrading of positions through Equivalent Record Form (ERF) and Reclassification of positions;
  - 5.2 Approval/Disapproval/Discrepancy on the Authority to Fill Vacant Teacher Items;
  - 5.3 Approval/Disapproval on the request of teacher for transfer of station (school);
  - 5.4 Approval/Disapproval of application for Service Credits;
  - 5.5 Approval for application of retirement of teaching and non-teaching except under RA 1616;
  - 5.6 Application for Leave of Absence of RO employees except for Division Chiefs;
  - 5.7 Application for monetization of leave credits (CSC) Form 6) of DepEd RO III personnel (30 days);





Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION III-CENTRAL LUZON**

Matalino St., D.M. Government Center, Maimpis, City of San Fernando, Pampanga  
Website: [www.deped.gov.ph/regions/region-iii](http://www.deped.gov.ph/regions/region-iii) ✕ Email: [region3@deped.gov.ph](mailto:region3@deped.gov.ph)  
Telephone Numbers: (045) 598-8580 to 89 loc. 102; 103



- 5.8 Deficiencies on school fees/government permits/recognition; and
- 5.9 Endorsement on teacher applicants in the region from legislators and other agencies;
- 5.10 Authority to Travel of SDO/RO personnel, excluding the SDS and ASDS outside the region;
- 5.11 Authority to travel of RO personnel excluding Chiefs of Divisions within the region; and
- 5.12 Request for Travel Abroad except third level positions and RO Division Chiefs.

Application for Leave of Absences (F6) and Authority to Travel of Regional Division Chiefs, Applications for Leave of Absence (F6) of Assistant Schools Division Superintendents and the Authority to Travel and Form 6 of Schools Division Superintendents are to be approved by the Regional Director.

- 6. In the absence of the Regional Director, he shall:
  - 6.1 Countersign checks for the following:
    - 6.1.1 petty cash
    - 6.1.2 cash advances for honoraria and compensation of job orders; and
    - 6.1.3 remittances for mandatory contributions (GSIS/HDMF/Philhealth)
  - 6.2 approved List of Due and Demandable Accounts Payable (LDDAP) and counter sign Advice to Debit Account (ADA) for:
    - 6.2.1 salaries and other personnel benefit of Regional Office personnel;
    - 6.2.2 salaries and other personnel benefits of field personnel/employees whose payrolls are processed at the Regional Payroll Services unit; and,
  - 6.3 sign the Approval for Payment, Box D, of the disbursement voucher for 6.1 and 6.2
- 7. He shall be an authorized signatory for Retirement/Separation/CSVT/Terminal Value/Survivorship endorsements to the Government Service Insurance system (GSIS).
- 8. He shall review and affix his initials on all contracts, purchase orders and memoranda before these documents are forwarded to the Regional Director for signature.
- 9. All communication emanating from the sections/units/divisions of the Regional Office shall be reviewed and initialed by the OIC-ARD. The OIC-ARD is expected to make suggestions/recommendations as to the improvement of communications and return communications to the concerned divisions for complete staff work when needed. He shall affix his initials on the second page of the communications below the Regional Director's name after his suggestions/recommendations were incorporated.
- 10. Previous related issuances inconsistent with this Memorandum are deemed repealed/revoked accordingly.
- 11. This Memorandum shall take effect immediately.

  
**BEATRIZ G. TORNO, Ph. D., CESO IV**  
Regional Director

*Handwritten initials*