DIVISION MEMORANDUM
NO. 36, S. 2018

TO : ALL TEACHING AND NON-TEACHING PERSONNEL
This Division

FROM : ROY ANGELO E. GAZO
Schools Division Superintendent

SUBJECT : DESIGNATED APPROVING AUTHORITIES OF LEAVE OF ABSENCE,
TRAVEL ORDERS/AUTHORITIES, PASS SLIP, CERTIFICATE OF
APPEARANCE, F-48, F-6, TRAININGS, GENERAL CLASS PROGRAM,
INSTRUCTIONAL AND SUPERVISORY, AND MONITORING PLANS

DATE : JANUARY 22, 2018

1. Relevant to increase work efficiency, timeliness, quality services in consonance with the
implementation of the DepEd Rationalization Program, and to improve the over-all
performance of this Division, the field is hereby informed of the authorized signatories as
reflected in Enclosure No. 1 of this Memorandum.

2. Implementation of said processes shall take effect starting January 2018 and onwards.

3. Compliance is directed.
<table>
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<tr>
<th>Nature of Transaction</th>
<th>Designated Approving Authority Within the Division</th>
<th>Designated Approving Authority for Travel Outside the Division</th>
<th>Designated Signatory/ies for Other Transactions (Cert. of Appearance, Training Matrix, F-6)</th>
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</table>
| Travel Authority, Travel Order, F-48 | CID: Dr. Myrna Lyn M. Marohom, Chief ES  
SGOD: Dr. Maria Carmela T. Ablin, Chief ES  
OSDS (Administrative Services): Armando B. Pasok, Administrative Officer V with the initial of Immediate Section Head of Cash, Personnel, Property, and Records (in the case of staff under each Section Head)  
OSDS Finance Services: Torr Aurelio M. Ardon Accountant III with the initial of the Immediate Section Head in Budget  
Note: TOs/TAs, F-48 of Division Chiefs, Legal and ICT Services, Accountant III, AO V-Budget, School Heads (Countersigned by the PSDS) shall be signed by the OIC-ASDS. SDS shall sign TOs/TAs, F-48 of OIC-ASDS and AO-V for Administrative Services. | Mary Ann M. Allera, Officer-In-charge, Office of the Assistant Schools Division Superintendent | |
| Certificate of Appearance | | | Division Visitors: Armando B. Pasok, AO V, Admin. Services  
SGOD Activities: SGOD Chief or Program Coordinator in Attendance  
CID Activities: |
| Form -6 | Maternity Leave, Sick Leave, Vacation Leave (Within the Phil.), Special Leave, Paternity Leave, Forced Leave, |
| Division Training Matrix | |
| School/District Training Matrix | |
| General Class Program | |
| Instructional and Supervisory Plan | |
| Plans for Monitoring of Programs/Projects | |

**CID Chief or Coordinator in Attendance**

**OSDS Activities:**
AO-V Admin Services or Program Coordinator in Attendance

**School Activities:** School Head

**District Activities:** PSDS

**Certification of Leave Credits:**
Warnie B. Edrea AO-IV Personnel

**Recommending Approval:**
Immediate Supervisor or Immediate Head

**Approval:**
Non-Teaching Personnel Armando B. Pasok AO-V Admin Services
Teaching Personnel Mary Ann M. Allera, OIC –ASDS

**Note:** SDS will approve F-6 of OIC-ASDS and AO-V Administrative Services

**Noted By:**
Jennifer R. Intong, SEPS-HRD

**Recommending Approval:**
Chiefs of CID/SGOD/Administrative Officer V (Personnel Services/Budget) for OSDS

**Approving Authority:**
Mary Ann M. Allera, Officer-In-charge, Office of the Schools Division Superintendent

**Noted By:**
Jennifer R. Intong, SEPS-HRD

**Recommending Approval:**
School Head

**Approving Authority:**
Public Schools District Supervisor

Prepared by School Head
Approved by PSDS

CID Personnel, School Heads, Master Teachers
Approved By CID Chief

Approved by CID/SGOD Chiefs