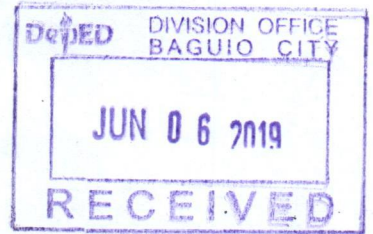




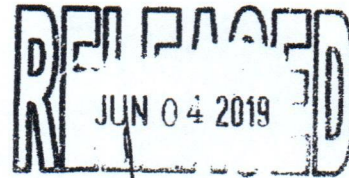
Republic of the Philippines  
Department of Education



31 MAY 2019

MEMORANDUM to -

- Undersecretaries
- Assistant Secretaries
- Bureau and Service Directors
- Regional Directors
- Schools Divisions Superintendents
- Division Chiefs and Unit Heads
- All Others Concerned



DEPED-CAR

**DIRECTIVE ON ADDRESSING OFFICERS-IN-CHARGE DESIGNATED BY THE SECRETARY TO OFFICES OF THIRD LEVEL POSITIONS**

- The undersigned issues this directive to all officials and employees of the Department of Education (DepEd) regarding the appropriate manner of addressing Officers-In-Charge (OICs) designated by the Secretary to offices of Third Level positions requiring appointment by the President.
- All are enjoined to refrain from addressing them as OIC-Undersecretary, OIC-Assistant Secretary, OIC-Director, OIC-Assistant Director, OIC-Schools Division Superintendent, or OIC-Assistant Schools Division. The Office of the President has reminded the Department that addressing them in such manner may create an impression that a corresponding appointment or designation has been made by the President.
- Similarly, OICs designated to occupy offices of Third Level Officials shall not be addressed as Undersecretaries, Assistant Secretaries, Directors, Assistant Directors, Schools Division Superintendents, or Assistant Schools Division Superintendents. Such manner of addressing third level officials shall only be used after issuance of appointment papers from the Office of the President.
- As a guide, the following is the appropriate manner of addressing OICs designated by the Secretary:

**NAME OF OFFICIAL**

Position of original appointment (e.g. Assistant Secretary/Director IV/Director III)  
Officer-in-Charge, Office of the (e.g. Undersecretary/Assistant Secretary/Director IV)

- Immediate dissemination of this Memorandum is desired.

Tracking Number:

NT9 656 209

**LEONOR MAGTOLIS BRIONES**  
Secretary



DepEd Cordillera Administrative Region, Pasig City 1600

Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
Wangal, La Trinidad, Benguet



636-4876/637-6376



depded.gov.ph

**ENDORSEMENT**

June 4, 2019

TO: **ASSISTANT REGIONAL DIRECTOR  
SCHOOLS DIVISION SUPERINTENDENTS  
SCHOOLS DIVISION ASSISTANT SUPERINTENDENTS  
ALL DIVISIONS**

To: All School Administrators, Principals & Teachers In-Charge  
(Elementary & Secondary)

FOR YOUR INFORMATION & APPROPRIATE ACTION

**FEDERICO B. MARTIN, Ph.D., CESO VI**

Schools Division Superintendent

**MAY B. ECLAR, Ph.D., CESO V**  
Regional Director