
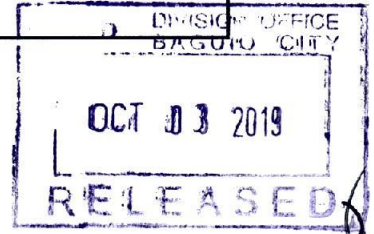
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	DIVISION MEMORANDUM		Name of Office: OSDS-ADMIN SECTION



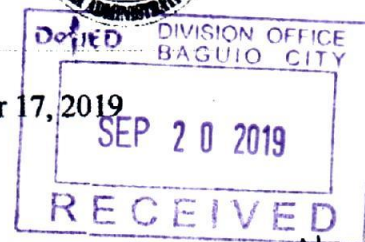
Office of the Superintendent
Office Memorandum Number. 017 s. 2019

FUNCTIONS DELEGATED TO THE ASSISTANT REGIONAL DIRECTOR

TO: OIC-Asst. Schools Division Superintendent
SDO Functional Division Chiefs
Section/Unit Heads
Public Schools District Supervisors
Public School Heads
All others concerned

1. For the information and guidance of all concerned, attached is a regional memorandum relative to the functions delegated to the Officer-in-Charge, Office of the Assistant Regional Director FLORANTE E. VERGARA.
2. Dissemination of this memorandum is desired.

MARIE CAROLYN B. VERANO, CESO VI
School Division Superintendent



REGIONAL MEMORANDUM
301.2019



September 17, 2019

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FUNCTIONS DELEGATED TO THE ASSISTANT REGIONAL DIRECTOR

TO: THE ASSISTANT REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS OF DIVISIONS
HEADS OF SECTIONS/UNITS
ALL OTHERS CONCERNED

1. Consistent with the provisions in the IRR of RA 9155 (Governance of Basic Education) the Assistant Regional Director shall have the following specific functions:

- 1.1 Assist the Regional Director in the management of the Region and in exercising management functions of planning, organizing, directing and controlling. He may be assigned specific areas of responsibilities and be delegated the necessary authority to perform the task of the Regional Director;
- 1.2 Assist the Regional Director in the crafting and in the monitoring of education development plans and programs of the region; and
- 1.3 Represent the Regional Director by acting as the Chairman in Committees and bodies as maybe assigned to him.

2. As such, the Assistant Regional Director is hereby delegated the following functions, to wit:

2.1 Act as Chairman of the following Committees:

- 2.1.1 Regional Personnel Selection Board (RPSB)
- 2.1.2 Bids and Awards Committee
- 2.1.3 Grievance Committee
- 2.1.4 Program on Awards and Incentives for Service Excellence (PRAISE) Committee
- 2.1.5 Regional Research Review Committee
- 2.1.6 Regional GAD Committee

2.2 Act as Vice Chairman to the Regional Director of the following Committees

- 2.2.1 Regional Performance Review and Evaluation Committee
- 2.2.2 Regional Office DRRM Committee
- 2.2.3 Regional Policy Review Committee (RPRC)





Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet, 2601
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2.3 Recommend the following financial and administrative matters for Approval of the Regional Director:

- 2.3.1 Appointment to regular plantilla positions
- 2.3.2 Contract of Service/Job Order
- 2.3.3 Applications for sick/vacation/study/maternity leave and grant of Service Credits
 - 2.3.3.1 For Division Chiefs leave up to 1 year
 - 2.3.3.2 For Below Division Chiefs up to 60 days
 - 2.3.3.3 For SDSs leave up to 1 year
- 2.3.4 Termination of Appointment and Dropping from Rolls of Division Chiefs and personnel at the RO
- 2.3.5 Attendance to local Seminars/ workshops/ conventions/ speaking engagements within the Region of Division Chiefs and other RO personnel
- 2.3.6 Authority to Travel for 7 days and up within the Region of Division Chiefs and other RO personnel
- 2.3.7 Regional Academic Assessment
- 2.3.8 Activities to be conducted by private organizations/non-DepEd agencies

2.4 Approve the following administrative matters:

- 2.4.1 Authority to travel for less than 7 days within the Region of RO Personnel
- 2.4.2 Authority to Travel for less than 7 days outside the Region but within the country of RO and Division personnel except Division Chiefs, SDSs and ASDSs
- 2.4.3 Applications for sick/vacation/study/maternity leave for RO personnel below Division Chiefs not exceeding 15 days
- 2.4.4 Equivalent Record Forms (ERFs)
- 2.4.5 Certification, Authentication and Verification (CAV) of School Records/Documents

2.5 Affix his initial under the name of the Regional Director in all POs and Contracts for delivery of goods and services over 5 million pesos

2.6 Sign as alternate signatory of the Regional Director, ONLY when the latter is on an Approved Official Leave of Absence/ Official Business of the following documents:

- a. Disbursement Vouchers and Check payments/ LDDAP for salaries
- b. Remittances for GSIS, HDMF, PhilHealth and PAG-IBIG



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- 2.7 Sign for and on behalf of the Regional Director, ONLY when the latter is on an Approved Official Leave of Absence, routine communications such as Endorsement to other Offices/Agencies, Advisories, transmittals and announcements of programs, projects, policies.
- 2.8 Serve as representative of the RD in Coordination / Collaboration Meetings when the latter cannot attend to.
3. Previous related issuances inconsistent with this memorandum are deemed repealed/ revoked accordingly.
4. This memorandum shall take effect immediately.


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