

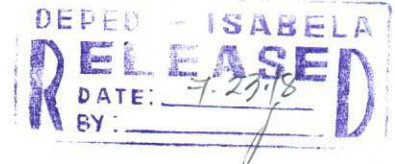


MEMORANDUM

To : ARNULFO M. BALANE, CESO V
Schools Division Superintendent
OIC-Assistant Regional Director
This Office



From : ESTELA L. CARIÑO, EdD., CESO IV
Director III
Officer-In-Charge
Office of the Regional Director



Date : July 9, 2018

Subject: DELEGATED FUNCTIONS TO THE OIC-ASSISTANT REGIONAL DIRECTOR

1. Consistent with DepED guidelines and procedures, you are hereby advised of the following functions delegated to the Office of the Assistant Regional Director effective immediately.
2. You shall act as Chairman of the following committees, to wit:
 - a) Regional Human Resource Merit Promotion and Selection Board (RHRMPSB);
 - b) Program on Awards and Incentives for Service Excellence (PRAISE);
 - c) Performance Management Team-Results-Based Performance Management System (PMT-RBPMS);
 - d) Grievance Machinery; and
 - e) Regional Performance Review and Evaluation Committee-Performance-Based Bonus (RPREC-PBB).
3. As Chairman of the said committees, you are expected to facilitate the implementation of all programs and activities desired and mandated under existing policies, rules and regulations.
4. You shall represent the Regional Director (RD) and sign routine communications in her absence.
5. You shall ensure the accuracy of documents for approval of the RD.
6. In addition to your regular functions, you shall approve the following, viz:
 - a. Equivalent Record Forms (ERF);
 - b. Certificate of Compensatory Overtime Credits (COC) Earned of Regional Office employees but not the request to render overtime;



- c. Application for Leave of Absence (Form 6) of Regional Office employees not exceeding 30 days, except for Chiefs of Functional Divisions and Heads of Sections/Units;
 - d. Step Increment due to Length of Service;
 - e. Travel Order of personnel identified and recommended by SDS to join official DepED activities outside the region; and
 - f. Travel Order of Regional Office employees within the region, except for Chiefs of Functional Divisions.
7. Other related functions upon instruction of the RD.
8. This order will remain in force and effect until such time that it is cancelled, revoked or rescinded or until a new Assistant Regional Director is assigned in this region.
9. For information, guidance and compliance.

July 23, 2018

To: District Supervisors/OICs
Secondary School Principals/PICs

For information, guidance and compliance.


JESSIE L. AMIN, CESO V
Schools Division Superintendent

PER/jcd

Re: Delegated Functions to the OIC-ARD
Fn.: Documents/Designation-Memo

Copy furnished: All Schools Division Superintendents, this Region
All Chiefs of Divisions/Heads of Sections/Units, this Office