



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

January 5, 2023

OFFICE MEMORANDUM

No. **012**, s. 2023

To: Regional Functional Division Chiefs
All Other Concerned

**DESIGNATION AS OFFICE-IN-CHARGE OF THE
DEPED REGIONAL OFFICE VIII**

1. In the exigency of service, the following are hereby designated as Office-In-Charge of the Regional Office in the event that the Regional Director (RD) and the Assistant Regional Director (ARD) could not physically report to Office, to wit:

Name	Position/Division	Schedule
Dr. Rita R. Dimakiling	Chief, PPRD	January and December 2023
Dr. Harvie D. Villamor	Chief, CLMD	February and August 2023
Dr. Rosemarie M. Guino	OIC-Chief, ESSD	March 2023
Ms. Alma E. Suyom	Chief, FD	April and October 2023
Dr. Alejandrino L. Yman	Chief, AD	May 2023
Ms. Mercedes D. Sarmiento	Chief, FTAD	June 2023
Mr. Cesar P. Verunque	Chief, QAD	September 2023
Dr. Alejandra B. Lagumbay	Chief, HRDD	July and November 2023

2. As such, they are authorized to sign official correspondence for and in behalf of RD and ARD except those involving decision making, policy determining actions, and financial matters.

3. In the event that the Assistant Regional Director is available, he assumes automatically as the Officer-In-Charge of the Regional Office and is authorized to sign official correspondence and other documents including financial matters enumerated below for and in behalf of the Regional Director except those involving decision-making and policy-determining actions:

- Payment of salaries and other benefits;
- Payment of utilities (electric, water, security, telephone, petty cash, travel expenses, and wages of Job Order employees);



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- c. Remittances to GSIS, PAG-IBIG, PHILHEALTH, BIR Taxes (TRAs), and Private Lending Institutions (PLIs); and
 - d. Other MOOE claims.
4. Any urgent matters needing immediate action and decision by the Head of Office should be referred to the undersigned by any means of communication.
5. For information, guidance and compliance.


EVELYN R. FETALVERO, CESO IV
Regional Director

AD-PS-EDR

