



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

January 2, 2024

OFFICE MEMORANDUM

AD-2024- 03

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

To: Regional Functional Division Chiefs
All Others Concerned

1. In the exigency of service, **Dr. Ronelo Al K. Firmo**, Director III (Assistant Regional Director) automatically assumes as the Office-In-Charge (OIC) of the Regional Office and is authorized to sign official correspondence including application for retirement, authority to travel abroad 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);
- Remittances to GSIS, PAG-IBIG, PHILHEALTH, BIR Taxes (TRAs), and Private Lending Institutions (PLIs); and
- Other MOOE claims except payment to suppliers which pass through the bidding process both small value and competitive bidding.

2. In the event that both the Regional Director (RD) and the Assistant Regional Director (ARD) could not physically report to Office, the following officials are designated as Office-in-Charge, to wit:

Name	Position/Division	Schedule
Dr. Rita R. Dimakiling	Chief, PPRD	January and December 2024
Dr. Harvie D. Villamor	Chief, HRDD	February and August 2024
Dr. Gertrudes C. Mabutin	OIC-Chief, CLMD	March 2024
Ms. Alma E. Suyom	Chief, FD	April and October 2024
Dr. Rosemarie M. Guino	Chief, AD	May 2024
Ms. Mercedes D. Sarmiento	Chief, FTAD	June 2024
Mr. Cesar P. Verunque	Chief, QAD	September 2024
Dr. Alejandra B. Lagumbay	Chief, ESSD	July and November 2024

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

4. In the absence of the assigned Chief, Legal Officers, **Atty. Eleanor C. Calumpiano**, Attorney IV and **Atty. Dulce C. Catubao**, Attorney III (in this order), are designated as the permanent alternate Office-in-Charge.



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5. Any urgent matters needing immediate action and decision by the Head of Office should be referred to the undersigned by any means of communication.
6. For information, guidance and compliance.


EVELYN R. FETALVERO CESO IV
Regional Director 

AD-PS-EDR

