



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

April 29, 2024

**OFFICE MEMORANDUM**

AD-2024- 231

**ADDENDUM TO OFFICE MEMORANDUM AD-2024-03, S. 2024  
(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 and to ensure continuous delivery of basic services in the DepED Regional Office VIII, **Ms. Eva D. Rosales**, Administrative Officer V of the Administrative Division-Personnel Section, shall serve as an Office-In-Charge in the absence of the duly designated Officers-In-Charge as indicated in Office Memorandum AD-2024-03, s. 2024.
2. As such, **Ms. Rosales** is 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.
3. Any urgent matters needing immediate action and decision by the Head of Office should be referred to the undersigned by any means of communication.
4. For information, guidance and compliance.

**EVELYN R. FETALVERO CESO IV**  
Regional Director





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:

- a. Payment of salaries and other benefits;
- b. Payment of utilities (electric, water, security, telephone, petty cash, travel expenses, and wages of Job Order employees);
- c. Remittances to GSIS, PAG-IBIG, PHILHEALTH, BIR Taxes (TRAs), and Private Lending Institutions (PLIs); and
- d. 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.



Address: Government Center, Candahug, Palo, Leyte

Telephone No.: (053) 832-5738

Email Address: region8@deped.gov.ph

Website: region8.deped.gov.ph

DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

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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 *fr*

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