



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

January 2, 2025

OFFICE MEMORANDUM

AD-2025- **027**

**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 Contract of Service 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 |
| Dr. Harvie D. Villamor | Chief, HRDD | February and August |
| Dr. Gertrudes C. Mabutin | OIC-Chief, CLMD | March |
| Ms. Alma E. Suyom | Chief, FD | April and October |
| Dr. Rosemarie M. Guino | Chief, AD | May |
| Ms. Mercedes D. Sarmiento | Chief, FTAD | June |
| Mr. Cesar P. Verunque | Chief, QAD | September |
| Dr. Alejandra B. Lagumbay | Chief, ESSD | July and November |
| Atty. Eleanor E. Calumpiano | Attorney IV, Legal Unit | In the absence of all the assigned Chiefs |
| Atty. Dulce C. Catubao | Attorney III, Legal Unit | In the absence of all the assigned Chiefs and Attorney IV |
| Ms. Eva D. Rosales | Administrative Officer V, Personnel Section | In the absence of all the assigned Chiefs, Attorney IV and Attorney III |



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3. The Office-In-Charge are authorized to sign official correspondence including application for retirement, authority to travel abroad and other documents for and in behalf of RD and ARD except those involving decision making, policy determining actions, and financial matters.
4. In case the assigned OIC for the month is not available, next month's OIC shall assume the responsibility.
5. In the absence of all the assigned OICs, a special designation order shall be issued by the undersigned.
6. Any urgent matters needing immediate action and decision by the Head of Office should be referred to the undersigned by any means of communication.
7. For information, guidance and compliance.


EVELYN R. FETALVERO, CESO III
Regional Director 



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