



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

April 6, 2026

OFFICE MEMORANDUM

AD-2026- **166**

**DESIGNATION AS OFFICE-IN-CHARGE OF THE DEPED
REGIONAL OFFICE VIII FOR CALENDAR YEAR 2026**

To: Regional Functional Division Chiefs
All Others Concerned

1. In the exigency of service, **Dr. Marilyn B. Siao, CESO IV**, 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/separation benefits, requests for reclassification, realignment, and other forms of staffing modification, authority to travel abroad, and other official documents including financial matters enumerated below for and in behalf of the OIC-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 OIC-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	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. Sonny S. Tayum	OIC-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

3. The Office-In-Charge is authorized to sign official correspondence including application for retirement/separation benefits, requests for reclassification, realignment, and other forms of staffing modification, authority to travel abroad, and other official documents for and on behalf of the OIC-Regional Director except those involving decision making, policy determining action, 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.



SALUSTIANO T. JIMENEZ JD EdD, CESO III
Regional Director



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201 File
FD Chiefs/Unit/Section Heads
All Others Concerned

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