



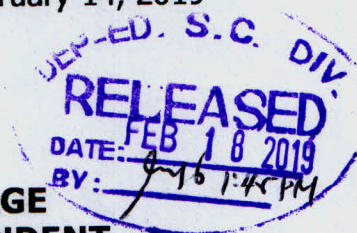
Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Caraga Administrative Region  
**SCHOOLS DIVISION OFFICE OF SURIGAO CITY**  
Ortiz St., Brgy. Washington, Surigao City



Date: February 14, 2019

Division Memorandum  
No. 47, S. 2019

**DISSEMINATION OF DESIGNATION ORDER  
OF DR. FLORENCE E. ALMADEN AS OFFICER-IN-CHARGE  
OF THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT  
IN THE DIVISION OF SURIGAO CITY**



To: Chiefs, SGOD & CID, and Heads of Units  
Public School District Supervisors and Education Program Supervisors  
Public and Private Secondary and Elementary School Principals and  
School Heads  
Teaching and Non-Teaching Personnel  
This Division

1. Pursuant to a Memorandum issued by HON. LEONOR MAGTOLIS BRIONES, Secretary of the Department of Education, dated 14 February 2019, the undersigned has been hereby designated as Officer-In-Charge of the Office of the Schools Division Superintendent in the Division of Surigao City, effective immediately on the said date, and until a Schools Division Superintendent has been appointed or until sooner revoked.
2. As provided therein, the said designation consequently "bears the authority to assume the powers, duties, and responsibilities of a Schools Division Superintendent" which include the authority to sign communications and approve appointments **which are in order**, as delegated to the Schools Division Superintendents under Department Orders No. 29, s. 1975; No. 1, s. 2003; No. 66, s. 2008; No. 41, s. 2009; and No. 67, s. 2016, as revised.
3. To facilitate the transition, please be informed that not all communications, transactions and engagements conveyed to or undertaken by Dr. Gilda G. Berte prior to the undersigned's assumption are brought to the latter's cognizance. Hence, should there be important concerns which need immediate actions, please be advised to bring up the matter to the attention of the undersigned.
4. Please be guided accordingly, while immediate and widest dissemination hereof is desired.

*[Signature]*

**FLORENCE E. ALMADEN**  
Education Program Supervisor  
Officer-In-Charge  
Office of the Schools Division Superintendent



**Leopoldo Magtolis Briones**  
Secretary

**MEMORANDUM**

To: **Dr. FLORENCE E. ALMADEN**  
Officer-In-Charge  
Office of the Assistant Schools Division Superintendent  
Division of Surigao City  
Thru the Regional Director  
DepEd Region No. XIII  
Km. 3, Libertad St.  
Butuan City

Subject: Designation Order

Date: 14 February 2019

In the exigency of the service, you are hereby designated as Officer-In-Charge of the Office of the Schools Division Superintendent (OIC-SDS) in the Division of Surigao City, effective immediately and until a Schools Division Superintendent has been appointed, or sooner revoked.

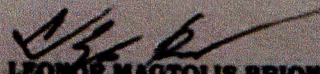
This designation bears the authority to assume the powers, duties and responsibilities of a Schools Division Superintendent. Thus, you are authorized to sign communications and approve appointments delegated to Schools Division Superintendents under Department Orders No. 29, s. 1975, No. 1, s. 2003, No. 66, s. 2008, No. 41, s. 2009 and No. 67, s. 2016, as revised.

You shall sign official correspondence as follows:

**FLORENCE E. ALMADEN**  
Education Program Supervisor  
Officer-In-Charge  
Office of the Schools Division Superintendent

As Officer-In-Charge, you are entitled to the representation and transportation allowances (RATA), except the salary of the position.

Please be guided accordingly.

  
**LEOPOLD MAGTOLIS BRIONES**  
Secretary

Albert M. Ilex / 2019 Movement