



**Republic of the Philippines**  
**Department of Education**  
 REGION XI  
**SCHOOLS DIVISION OF TAGUM CITY**

February 17, 2021

**MEMORANDUM**

**To : FLODELIN D. BUYAO, Ed.D.**  
 Education Program Supervisor

**From : The Office of the Schools Division Superintendent**

**Subject : Designation as Officer In-charge**

Due to the Home Quarantine status of Dr. JOSEFINA B. PALACA, Chief Education Supervisor of School Governance and Operations Division, are hereby designated as Officer In-charge of the of the School Governance and Operation Division, effective immediately until her official return of duty.

As such, you are authorized to perform the following tasks:

1. Oversee the routinary activities of the Office, including the whereabouts of the Personnel;
2. Act and represent of the Office for matters supervisory in nature;
3. Review and sign Daily Time Records, Pass Slips, Leave applications and Individual Daily Accomplishment Reports;
4. Review and sign Obligation Request, Disbursement Vouchers and other related financial documents;
5. Apprise the undersigned through any means of communication for any matter not indicated herein; and
6. Sign the Certification of the schools requesting for the release of their monthly MOOE.

This does not carry with it any additional remuneration nor priority in promotion and is subject to recall by this Office when deemed necessary.

**DR. JOSEPHINE L. FADUL**  
**Schools Division Superintendent**

Cc: CID  
 SGOD  
 ASDS  
 COA

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| DEPARTMENT OF EDUCATION<br>DIVISION OF TAGUM CITY<br><b>RECORDS SECTION</b> |  |
| RELEASED  |  |
| By: _____   |  |
| Date: <u>2-24-21</u> Time: <u>1:08PM</u>                                    |  |
| Remarks: <u>Disseminated to 007-2021-02</u>                                 |  |