



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

February 1, 2024

DIVISIONAL MEMORANDUM

No. 048, s. 2024

**STRICT COMPLIANCE ON SIGNING AUTHORITIES ON THE
CIVIL SERVICE FORM NO. 6 – APPLICATION FOR LEAVE**

TO : Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
Division Office Personnel
This Division

1. In compliance to DepEd Order No. 001, s.2023 “*Revised Designation of Undersecretaries and Assistant Secretaries to Their Strands and Functional Areas of Responsibilities and Revised Signing Authorities*”, this Office hereby reiterates the correct signing authorities as follows:

School Heads and Division Office Unit Heads:

Recommending Approval = Assistant Schools Division Superintendent
Approved = Schools Division Superintendent

School Teaching and Non-Teaching Personnel:

Leave up to 60 days = Recommending Approval by the School Head
and shall be Approved by the Assistant Schools Division
Superintendent

Leave more than 60 days = Recommending Approval by the School Head
and Assistant Schools Division Superintendent; and
shall be Approved by the Schools Division
Superintendent

Division Office Personnel other than Unit Heads:

Leave up to 60 days = Recommending Approval by the respective
Unit Heads shall be Approved by the Assistant Schools
Division Superintendent

Leave more than 60 days = Recommending Approval by the respective
Unit Heads and Assistant Schools Division
Superintendent; and shall be Approved by the Schools
Division Superintendent

2. This Office directs the immediate and wide dissemination of this Advisory.

NIMFA R. LAGO, PhD., CESO VI
Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent



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