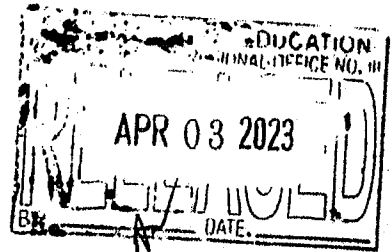


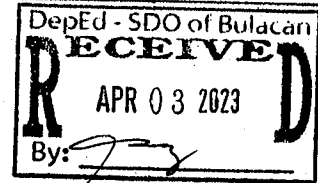
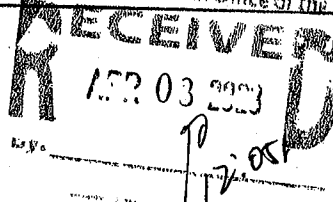
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NORMA P. ESTEBAN EdD, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent
SCHOOLS DIVISION OF BULACAN

Republic of the Philippines
Department of Education
REGION III - CENTRAL LUZON
Office of the Schools Division Superintendent



REGIONAL MEMORANDUM
No. 132, 2023



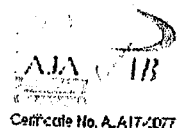
FUNCTIONS DELEGATED TO THE ASSISTANT REGIONAL DIRECTOR

To: The Assistant Regional Director
Schools Division Superintendents
Chiefs of Regional Functional Divisions
Heads of RO Sections/Units
All Others Concerned

1. Consistent with the provisions in the IRR of RA 9155 (Governance of Basic Education) the Assistant Regional Director shall have the following specific functions:
 - 1.1 Assist the Regional Director in the management of the Region and in exercising management functions of planning, organizing, directing and controlling. He may be assigned specific areas of responsibilities and be delegated the necessary authority to perform the task of the Regional Director;
 - 1.2 Assist the Regional Director in the crafting and in the monitoring of education development plans and programs of the region; and
 - 1.3 Represent the Regional Director by acting as the Chairman in Committees and bodies as may be assigned to him.
2. As such, the Assistant Regional Director is hereby delegated the following functions, to wit:
 - 2.1 Act as Chairman of the following committees:
 - 2.1.1 Human Resource Management Personnel Selection Board (HRMPSB)
 - 2.1.2 Bids and Awards Committee (BAC)
 - 2.1.3 Grievance Committee
 - 2.1.4 Program on Awards and Incentives for Service Excellence (PRAISE) Committee
 - 2.1.5 Regional Research Review Committee
 - 2.1.6 Regional GAD Committee
 - 2.1.7 Regional Performance Management Team (RPMT)
 - 2.1.8 SALN Review Committee
 - 2.2 Act as Vice Chairman to the Regional Director of the following Committees:
 - 2.2.1 Regional Performance Review and Evaluation Committee



Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)
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- 2.2.2 Regional Office DRRM Committee
- 2.2.3 Regional Policy Review Committee (RPRC)
- 2.2.4 Procurement Management Team (PMT)
- 2.3 Recommend the following financial and administrative matters for approval of the Regional Director:
 - 2.3.1 Appointment to regular plantilla positions of RO personnel
 - 2.3.2 Notice of Salary Adjustments (NOSA) and Notice of Step Increments (NOSI) of RO personnel
 - 2.3.3 Contract of Service/Job Order staff in the RO
 - 2.3.4 Applications for sick/vacation/study/maternity/paternity leave
 - 2.3.4.1 For Division Chiefs leave up to 1 year
 - 2.3.4.2 For SDSs/ASDSs leave up to 1 year
 - 2.3.5 Application for Retirement of RO personnel
 - 2.3.6 Termination of Appointment and Dropping from the Rolls of RO personnel
 - 2.3.7 Attendance to local Seminars/Workshops/Conventions/Speaking Engagements within the Region of RO personnel
 - 2.3.8 Authority to Travel for official local travel and personal foreign travel of RO personnel
 - 2.3.9 Permission to study or practice a profession of RO personnel
 - 2.3.10 Authority to Render Overtime Services of RO personnel
 - 2.3.11 Regional Academic Assessment
 - 2.3.12 Activities to be conducted by private organizations/non-DepEd Agencies
- 2.4 Approve the following administrative matters:
 - 2.4.1 Applications for sick/vacation/study/maternity/paternity leave for RO personnel below Division Chiefs not exceeding 60 calendar days
 - 2.4.2 Equivalent Record Forms (ERFs)
 - 2.4.3 Certification, Authentication and Verification (CAV) of School Records/Documents
 - 2.4.4 Resolution for the Correction of Learner's School Records
- 2.5 Sign as alternative signatory of the Regional Director, when the latter is on an approved Official Leave of Absence/Official Business on the following documents:
 - a. Disbursement Vouchers and Check payments/LDDAP for salaries
 - b. Remittances for GSIS, HDMF, PhilHealth and PAG-IBIG, PLIs monthly utilities (water, electricity, communications / telephone)
- 2.6 Sign for and on behalf of the Regional Director, when the latter is on an approved Official Leave of Absence, routine communications such as



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Endorsement to other Offices/Agencies, Advisories, transmittals and announcements of programs, projects and policies.

3. Previous related issuances inconsistent with this memorandum are deemed repealed/revoked accordingly.

M
MAY B. ECLAR, PhD, CESO III
MB
Regional Director

ORD1/ord3



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