



Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OF BULACAN**

DIVISION MEMORANDUM  
No. 539 s. 2025

To: Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary/Secondary Principals/OICs  
Administrative Officers  
All Others Concerned

**AUTHORIZED CSC FORM 6 SIGNATORIES**

1. Please be informed of the following signatories and approving authority effective October 13, 2025:

	SIGNATORIES		
CSC Form 6	Form 6 of Teaching & Non-Teaching	Form 6 of School Principals/School Heads/OICs	Form 6 of PSDS/CID/SGOD
a.Certification of Leave Credits	LORADEL B. PASCO HRMO Designate		
b.Recommendation	School Head/School Principal	PSDS	CID/SGOD Chiefs
c.Approving Officer	<b>For EDDIS 1, 4 &amp; 5 (Less than thirty (30) days)</b>  MARIA CELINA L. VEGA, CESO VI Assistant Schools Division Superintendent  <b>For EDDIS 2, 3 &amp; 6 (Less than thirty (30) days)</b>  JAIME T. TUGADE, PhD, CESE, RGC Officer-In-Charge Office of the Assistant Schools Division Superintendent  <b>For Thirty days (30) and above:</b>  CECILIA E. VALDERAMA, PhD, <i>CESD VI</i> Assistant Schools Division Superintendent Officer-In-Charge Office of the Schools Division Superintendent		



Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OF BULACAN**

---

2. For Travel Abroad, please comply with the following timeline:

All official or employee requesting authority to travel shall submit their application at least **45** days prior to the departure date.

3. Ensure proper and complete information are provided in the form.
4. Form 6 templates for each position can be accessed through the QR Code below:



5. For information and strict compliance.

  
**CECILIA E. VALDERAMA, PhD** &

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

October 21, 2025



**Address:** Provincial Capitol Compound, Brgy. Guinhawa,  
City of Malolos, Bulacan

**Website:** <https://bulacandeped.com>

**Email:** [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)