



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

MLA-2022-OSDS- *098*

To : **Dr. ESTHER L. CAGAS**
Senior Education Program Specialist (M & E)

From : **JOSEPH IRWIN A. LAGURA PhD** *JIC*
Schools Division Superintendent

Subject : **DESIGNATION AS ADMINISTRATIVE SERVICES
AUTHORIZED SIGNATORY**

Date : June 1, 2022

1. In the exigency of service and in lieu of the study leave of Dr. Aquilino T. Milar Jr., Administrative Officer V of the Division of City Schools – Tagbilaran City, you are hereby designated as Authorized Signatory of the Administrative Services of this Division.

Your designation shall be effective immediately until such time Dr. Milar returns to duty.

2. The following shall be the pertinent documents you are authorized to sign:

- a) CSC Form 6 (Leave Form)
- b) Notice of Salary Adjustment (NOSA)
- c) Notice of Step Increment (NOSI)
- d) Equivalent Record Form (ERF)
- e) CSC Form 48 (Daily Time Record)
- f) Certificate of Employment
- g) Paper for Certified Machine Copy against the original
- h) Affidavit of Authenticity and Completeness of documents for School's Safety Seals

3. This designation does not carry any monetary remuneration but this could be an avenue for your career upward progression.

JIAL/CPC/ASDS/CPC/afvp



Address: Dampas, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718
Email Address: tagbilarancity.division@deped.gov.ph