



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-198

To : **(Mrs.) JOCELYN P. CUTIN**
Administrative Officer IV

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

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

Date : October 3, 2022

1. As appointed Administrative Officer IV of the Division's Records Section, and in pursuance to Division Memorandum MLA-2022-OSDS-097 dated June 1, 2022, you are authorized to sign the Division Clearance under Administration Sector (Attendance Records and Salary Overpayment) in lieu of the study leave of Dr. Aquilino T. Milar Jr., Administrative Officer V of the Division of City Schools – Tagbilaran City.

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

2. Further, per Division Memoranda MLA-2022-OSDS-097 and MLA-2022-OSDS-101, you shall be relieved of the designation to be the authorized signatory in lieu of Dr. Milar on the following documents, which shall now be designated to the Administrative Officer IV of the Personnel Section:

- a) Certificate of Assumption to Duty
- b) Report on Appointments Issued (RAI) Form

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



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-_____**

To : **(Mrs.) JOCELYN P. CUTIN**
Administrative Officer IV

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

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

Date : October 3, 2022

1. As appointed Administrative Officer IV of the Division's Records Section, and in pursuance to Division Memorandum MLA-2022-OSDS-097 dated June 1, 2022, you are authorized to sign the Division Clearance under Administration Sector (Attendance Records and Salary Overpayment) in lieu of the study leave of Dr. Aquilino T. Milar Jr., Administrative Officer V of the Division of City Schools – Tagbilaran City.

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

2. Further, per Division Memoranda MLA-2022-OSDS-097 and MLA-2022-OSDS-101, you shall be relieved of the designation to be the authorized signatory in lieu of Dr. Milar on the following documents, which shall now be designated to the Administrative Officer IV of the Personnel Section:
 - a) Certificate of Assumption to Duty
 - b) Report on Appointments Issued (RAI) Form
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