



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
DIVISION OF PAGADIAN CITY



November 7, 2022

DIVISION MEMORANDUM

No. 272, s. 2022

OFFICE FORM SIGNATORIES

TO: Asst. Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools Division Supervisors
Alternative Learning System
Public Schools Head
All Section Heads
Division Administrative Staff and Personnel
This Division

1. In the exigency of service, Dr. Ma. Colleen L. Emoricha, CESE ASDS, is hereby authorized to affix her signature on the following documents:
 - a. Application for Leave of Absence less than 30 days except mandatory leave of absence and leave of absence with substitute which is subject to the approval of Schools Division Superintendent.
 - b. Daily Time Records (DTRs) of Section Heads/Division Chiefs.
 - c. Elementary, Secondary, and Senior High School Operating Budget
 - d. School Liquidation Report
 - e. Approval on Request for MOOE
 - f. Job Order Approval from Schools
 - g. SIP Approval
 - h. Certificate of Participation for Trainings
2. Daily Time Records (DTRs) of Elementary, Secondary, and Senior High School Heads will be signed by their respective Public School District Supervisors.
3. Other standard procedures on form signatories shall remain in effect.
4. This memo shall take effect immediately and shall remain in force unless otherwise amended, revoked, or superseded.


MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent

rjespanol/Division Memo
Control No. ___/11/07/2022



Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City

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