

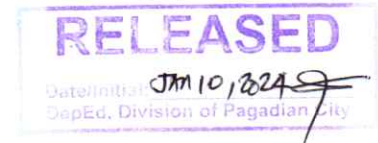


Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
DIVISION OF PAGADIAN CITY

January 9, 2024

DIVISION MEMORANDUM

No. 15, s. 2024



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

- In the exigency of service, **DR. MA. COLLEEN L. EMORICHA, CESO VI** ASDS, is hereby authorized to affix her signature on the following documents:
 - Application for Leave of Absence up to 30 calendar days except mandatory leave of absence, leave of absence with substitute, study leave and personal foreign travel.
 - Daily Time Records (DTRs) of Section Heads/Division Chiefs.
 - Elementary, Secondary, and Senior High School Operating Budget
 - School Liquidation Report
 - Approval on Request for MOOE
 - Job Order Approval from Schools
 - SIP Approval
 - Certificate of Participation for Trainings
- Daily Time Records (DTRs) of Elementary, Secondary, and Senior High School Heads will be signed by their representative Public Schools Division Supervisors.
- Other standard procedures in form signatories shall remain in effect.
- This memo shall take effect immediately and shall remain in force unless otherwise amended, revoked, or superseded.

LOURMA I. POCULAN, CESO VI
Assistant Schools Division Superintendent
Officer in Charge
Office of the Schools Division Superintendent

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Control No. ___/01/09/2024



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

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