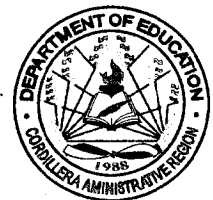




Republic of the Philippines
 Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 Wangal, La Trinidad, Benguet



January 7, 2016

REGIONAL MEMORANDUM
 No. 006 s. 2016

**FUNCTIONS DELEGATED TO THE OFFICER-IN-CHARGE,
 OFFICE OF THE ASSISTANT REGIONAL DIRECTOR**

TO: OIC- Office of the Assistant Regional Director
 Schools Division Superintendents
 Chiefs of Divisions, Heads of Units
 All Others Concerned

1. The Officer-In-Charge, Office of the Assistant Regional Director, shall act as Chairman of the following committees:

- 1.1 Regional Personnel Selection Board (RPSB)
- 1.2 Performance Management Team (PMT)
- 1.3 Program on Awards and Incentives for Service Excellence (PRAISE)
- 1.4 Grievance Machinery

2. As chairman of the said committees, he is to facilitate the implementation of all programs and activities desired and mandated under existing policies, rules and regulations.

3. He shall assist the Regional Director in planning, implementing, and in the monitoring and evaluation of programs and projects.

4. He shall represent the Regional Director and sign routine communications in her absence.

5. He shall approve the following:

- 5.1 Equivalent Record Forms (ERFs)
- 5.2 Applications for Leave of Absence (F6) of Regional Office employees not exceeding 30 days
- 5.3 Authority to Travel within the Region of Regional Office employees except Division Chiefs

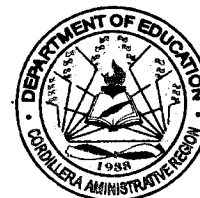
He shall evaluate and recommend for action applications for Leave of Absence (F6) and Authority to Travel of Schools Division Superintendents and Regional Division Chiefs before action by the the Regional Director.

RELEASED
 JAN 07 2016

Telephone Numbers:				DEPED CAR Time: 4:56 p			
Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-422-7434



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



6. All communications emanating from the sections/units/divisions of the Regional Office shall be reviewed by the OIC-ARD. The OIC-ARD is expected to make suggestions/recommendations as to the improvement of the communications. She shall affix his initials on the second page of the communication below the Regional Director's name after her suggestions/recommendations were incorporated.
7. Previous related issuances inconsistent with this memorandum are deemed repealed/revoked accordingly.
8. This Memorandum shall take effect immediately.


ELLEN B. DONATO, Ed. D., CESO III
Regional Director

EBD/ETA/aaa

Telephone Numbers:							
Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-422-7434