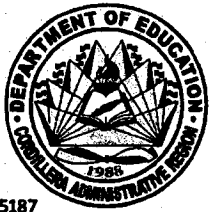




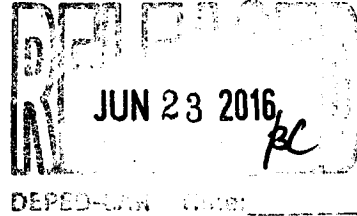
Republic of the Philippines  
Department of Education  
**CORDILLERA ADMINISTRATIVE REGION**  
Wangal, La Trinidad, Benguet



Office of the Regional Director Tel.No. (074)422-1318; Fax: 422-4074; Office of the ARD Tel. No.: 309-3013;  
Admin. Office: 422-1804; Finance Division: 422-5155; Curriculum & Learning Mgt. Division: 422-7096; Quality Assurance Division: 422-5187

June 14, 2016

REGIONAL MEMORANDUM  
No. 165-2016 2016



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

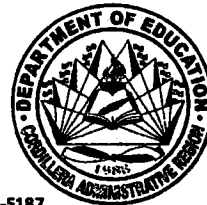
To: OIC-Office of the Assistant Regional Director  
Schools Division Superintendents  
Chiefs of Divisions, Heads of Sections/Units  
All Others Concerned

1. The Officer-In-Charge, Office of the Assistant Regional Director, shall act as Chairman of the following committees:
  - 1.1 Bids and Awards Committee
  - 1.2. Regional Personnel Selection Board (RPSB)
  - 1.3 Performance Appraisal Review Committee (PARC)
  - 1.4 Program on Awards and Incentives for Service Excellence (PRAISE)
  - 1.5 Grievance Machinery.
2. As chairman of the said committees, she is to facilitate the implementation of all programs and activities desired and mandated under existing policies, rules and regulations.
3. She shall assist the Regional Director in planning, implementing and in the monitoring and evaluation of programs and projects.
4. She shall represent the Regional Director and sign routine communications in her absence.
5. She shall approve the following:
  - 5.1 Equivalent Record Forms (ERFs)
  - 5.2 Applications for Leave of Absence (F6) of Regional Office employees not exceeding 15 days
  - 5.3 Authority to Travel of Regional Office employees except Division Chiefs.

Application for Leave of Absences (F6) and Authority to Travel of Regional Division Chiefs, Applications for Leave of Absence (F6) of Assistant Schools Division Superintendents and the Authority to Travel and Form 6 of Schools Division Superintendents are to be approved by the Regional Director.

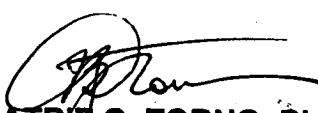


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6. In the absence of the Regional Director, she shall:
  - 6.1 countersign checks for the following:
    - 6.1.1 city services
    - 6.1.2 petty cash
    - 6.1.3 cash advances for honoraria and compensation of job orders; and,
    - 6.1.4 remittances for mandatory contributions (GSIS/HDMF/Philhealth).
  - 6.2 approve List of Due and Demandable Accounts Payable (LDDAP) and counter sign Advice to Debit Account (ADA) for:
    - 6.2.1 salaries and other personnel benefits of Regional Office personnel;
    - 6.2.2 salaries and other personnel benefits of field personnel/employees whose payrolls are processed at the Regional Payroll Services Unit; and,
    - 6.2.3 salaries of drivers on job order status.
  - 6.3 sign the Approval for Payment, Box D, of the disbursement voucher for 6.1 and 6.2.
7. She shall be an authorized signatory for Retirement/Separation/CSV/Terminal Value/Survivorship endorsements to the Government Service Insurance System (GSIS).
8. She shall sign the Certification, Authentication Verification (CAV) of school records.
9. She shall review and affix her initials on all contracts, purchase orders and memoranda before these documents are forwarded to the Regional Director for signature.
10. All communication emanating from the sections/units/divisions of the Regional Office shall be reviewed and initialed by the OIC-ARD. The OIC-ARD is expected to make suggestions/recommendations as to the improvement of communications and return communications to concerned divisions for complete staff work when needed. She shall affix her initials *on the second page* of the communications below the Regional Director's name after her suggestions/recommendations were incorporated.
11. Previous related issuances inconsistent with this memorandum are deemed repealed/revoked accordingly.
12. This Memorandum shall take effect immediately.

  
**BEATRIZ G. TORNO, Ph.D., CESO IV**  
Assistant Regional Director  
Officer-In-Charge