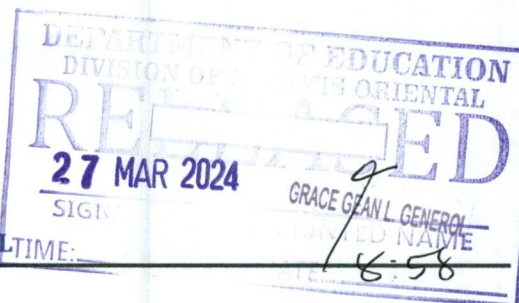




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL



Office of the Schools Division
Superintendent

26 March 2024

DIVISION MEMORANDUM
NO. 206 s.2024

DESIGNATION OF ALTERNATES FOR CLEARANCE SIGNING AND FAST-TRACKING MATERNITY LEAVE TRANSACTIONS

To: Section Heads
All Others Concerned
This Division

1. As part of our ongoing efforts to streamline Office processes and ensure efficient workflow, all section heads and individuals involved in the signing of clearances are hereby instructed to designate alternates. This measure aims to expedite the processing of office transactions, particularly those related to maternity leave of our teaching and non-teaching personnel.
2. Effective immediately, each section head and relevant personnel involved in the clearance signing process must designate a qualified alternate (*See attached template*). The designated alternates should be well-versed in the clearance procedures and possess the authority to sign documents on behalf of their respective heads.
3. Moreover, it is crucial that designated alternates be easily accessible and available in order to guarantee the prompt processing of all transactions, particularly those related to maternity leave. It is imperative that these issues are handled promptly to support our personnel and maintain their wellbeing.
4. Section heads are responsible for ensuring that their designated alternates are adequately trained and informed about the clearance signing procedures, including any specific requirements.
5. Your cooperation in this matter is highly appreciated and essential for the smooth operation of our Office. Immediate dissemination of and strict compliance with this Memorandum is directed.

EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent


MARY ANN M. ALLERA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

//RecordsNjC



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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division
Superintendent

MEMORANDUM TO : Mr/Ms. _____
<Position>
<Office /Section>
Division Office, Misamis Oriental

From : EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent

Subject: Designation as Alternate Signatory for Division Clearance
for Maternity Leave of Absence

In exigency of the service and in addition to your present duties, you are hereby designated as alternate signatory for Division Clearance for Maternity Leave of Absence of the _____, _____ Section, this Division, vice Ms/Mr. _____ when he/she is on official business or on leave of absence. This memorandum is in accordance with CSC MC No. 06, s. 2005. No salary increase or additional compensation shall be accorded to the designee to the position designated and shall remain valid until revoked by the School Division Superintendent.

Compliance is directed.

EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent

MARY ANN M. ALLERA
Assistant Schools Division Superintendent
Officer-In-charge
Office of the Schools Division Superintendent

Copy Furnished:
Person Concern
Schools Division Superintendent
Planning Unit
Personnel



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