



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

Office of the Schools Division Superintendent

July 6, 2023

DIVISION MEMORANDUM

No. 372 s. 2023

**DISSEMINATING DEPED MEMORANDUM NO. 038,S.2023 titled  
“DESIGNATION OF FUNCTIONAL AREAS OF RESPONSIBILITIES OF  
OFFICES UNDER THE FINANCE STRAND-CENTRAL OFFICE”**

To: Assistant Schools Division Superintendent  
CID/SGOD Chief Supervisors  
Education Program Supervisors  
Public Schools District Supervisors/In-charge  
School Heads  
Teachers  
All others Concerned  
*This Division*

1. This Division hereby disseminates DepEd Memorandum 038, s.2023 titled “Designation of Functional Areas of Responsibilities of Offices under the Finance Strand-Central Office.”
2. Attached is the copy of the said Memorandum.
7. For information and guidance to all concerned.

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

ELO/egd





Republic of the Philippines  
**Department of Education**

JUL 04 2023

DepEd MEMORANDUM  
No. **038**, s. 2023

**DESIGNATION OF FUNCTIONAL AREAS OF RESPONSIBILITIES OF OFFICES  
UNDER THE FINANCE STRAND-CENTRAL OFFICE**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

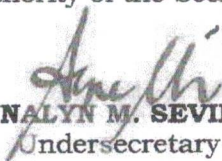
1. In accordance with Section 5 of DepEd Order No. 001, s. 2023, Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities, which provides that the Undersecretaries and Assistant Secretaries are designated to their organizational strands to exercise supervision and control over their designated DepEd organizational units and functional areas of responsibilities, effective June 26, 2023, the following are designated for Finance Strand-Central Office:

<b>FINANCE STRAND OFFICE</b>	<b>HEAD OF OFFICE</b>	<b>DESIGNATION/TITLE</b>
a. Finance Service i. Accounting Division ii. Budget Division iii. Employee Account Management Division	Ana Marie C. Calapit	Director IV Finance Service
b. Project Management Service i. Project Development Division ii. Project Management Division	Susana S. Santiago	Director IV Project Management Service
c. Education Programs Management Office	Atty. Tara C. Rama	Project Manager III Education Programs Management Office and Government Assistance and Subsidies Office
d. Government Assistance and Subsidies Office		

2. For inquiries and other concerns, please contact the **Office of the Undersecretary for Finance** through email at [usec.financebpm@deped.gov.ph](mailto:usec.financebpm@deped.gov.ph) or at telephone number (02) 8633-9432.

3. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:

  
**ANNALYN M. SEVILLA**  
Undersecretary

Reference:  
DepEd Order (No. 001, s. 2023)

To be indicated in the Perpetual Index  
under the following subjects:

**AUTHORITY  
BUREAUS AND OFFICES  
OFFICIALS  
SUPERVISION**



JDMC/APA/MPC, DM Designation of Responsibilities Finance Strand-CO  
0403 - July 3, 2023