



DIVISION OF MISAMIS ORIENTAL

June 4, 2018

MEMORANDUM TO:

DIVISION/FIELD OFFICIALS

SUBJECT : SIGNING AUTHORITY RELATIVE TO CONDUCT OF TRAININGS AND THE ACCOMPLISHMENT OF PROGRAM OF WORK (POW)

In view of the desire of the undersigned to ensure efficiency in the processing of request for Approval, the new signatories of documents shall be adopted effective June 4, 2018.

	Prepared By	Reviewed By	APPROVED
District Inset	PSDS	Chief, CID	ASDS
School Inset			
Elementary	School Head	PSDS	Chief, CID
Secondary	School Head	Chief, CID	ASDS
Program of Work (POW)			
Elementary	School Head	PSDS & Engr. Simo	Chief, SGOD
Secondary	School Head	Engr. Simo	Chief, SGOD
Instructional Supervisory Plan		Chief, CID	ASDS

Compliance is hereby enjoined.


RANDOLPH B. TORTOLA
 Schools Division Superintendent

RBT/ggr