



DepEd-Division of Catanduanes  
RECORDS SECTION

**RELEASED**

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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V - BICOL  
**TANGGAPANG PANSANGAY NG CATANDUANES**

January 15, 2025

**DIVISION MEMORANDUM**

No. 069 s. 2025

**FORMS AND PROCEDURES FOR THE DESIGNATION OF OFFICER-IN-CHARGE**

TO : Assistant Schools Division Superintendent  
SGOD & CID Chiefs and Personnel  
OSDS Heads and Personnel  
Elementary & Secondary School Heads/OICs  
School-based Teaching & Non-Teaching Personnel

1. This Office issues the forms for designating an Officer-In-Charge (OIC).
2. To fast track the approval of requests, the requesting official (PSDS, School Head, Division/Section Head) shall prepare three (3) original copies of the form, along with the following documents:
  - a. Letter of recommendation for OIC designation
  - b. Application for leave of absence and/or approved travel order and reference memorandum/letter
3. The designation form and required documents must be submitted to the Office of the Schools Division Superintendent thru the Records Section at least one (1) week prior to the scheduled leave of absence or travel of the requesting official.
4. Sample of designation forms are enclosed to this memorandum:
  - a) Enclosure No. 1- Short term Designation (one day to less than one month)
  - b) Enclosure No. 2- Long term Designation as OIC of the Office of the School Head (one month or more)
  - c) Enclosure No. 3- Long term Designation as OIC of the Office of the PSDS (one month or more)Forms may be downloaded through the link <https://bit.ly/DesignationForms>
5. For information, guidance, and strict compliance.

  
**CECILE C. FERRO CESO VI**  
Asst. Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent



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