



Republic of the Philippines
Department of Education
 REGION III-CENTRAL LUZON

DepEd-SDO of Bulacan Office of the SDS

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REGIONAL MEMORANDUM

No. 325, 2020

DEPED REGION III - RECORDS SECTION

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November 5, 2020

FUNCTIONS DELEGATED TO THE ASSISTANT REGIONAL DIRECTOR

To: The OIC Assistant Regional Director
 Schools Division Superintendents
 Chiefs of Functional Divisions
 Heads of Sections/Units
 All Others Concerned

11/16/2020
 Reproduction No. 143, s. 2020
ZENIA G. MOSTOLES, Ed.D., CES@ V
 Schools Division Superintendent
 Schools Division of Bulacan

1. Consistent with the provisions in the IRR of RA 9155 (Governance of Basic Education) the OIC- Assistant Regional Director shall have the following specific functions:
 - 1.1 Assist the Regional Director in the management of the Region and in exercising management functions of planning, organizing, directing and controlling. She may be assigned specific areas of responsibilities and be delegated the necessary authority to perform the task of the Regional Director;
 - 1.2 Assist the Regional Director in the crafting and in the monitoring of education development plans and programs of the region; and
 - 1.3 Represent the Regional Director by acting as the Chairman in Committees and bodies as may be assigned to her

2. As such, the OIC- Assistant Regional Director is hereby delegated the following functions, to wit:
 - 2.1 Act as Chairman of the following committees:
 - 2.1.1 Human Resource Merit Promotion and Selection Board
 - 2.1.2 Bids and Awards Committee
 - 2.1.3 Regional Grievance Committee
 - 2.1.4 Program on Awards and Incentives for Service Excellence (PRAISE) Committee
 - 2.1.5 Regional Research Review Committee
 - 2.1.6 Regional GAD Committee
 - 2.1.7 Committee on Decorum and Investigation

 - 2.2 Act as Vice Chairman to the Regional Director of the following Committees:
 - 2.2.1 Regional Performance Review and Evaluation Committee
 - 2.2.2 Regional Office DRRM Committee




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- b. Remittances for GSIS, HDMF, PhilHealth and PAG-IBIG, PLIs monthly utilities (water, electricity, communications / telephone)
- 2.6 Sign for and on behalf of the Regional Director, when the latter is on an Approved Official Leave of Absence, routine communications such as Endorsement to other Offices/Agencies, Advisories, transmittals and announcements of programs, projects, policies.
3. Previous related issuances inconsistent with this memorandum are deemed repealed/revoked accordingly.
4. For information and guidance.


MAY B. ECLAR, PhD, CESO V
Regional Director

ORD1/ord3



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