



January 08, 2016

DIVISION MEMORANDUM
 No. 08 s. 2016

DESIGNATIONS OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS

To: Assistant Schools Division Superintendents
 Chiefs, SGOD and CID
 SDO Section and Unit Heads
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 All Others Concerned

1. For the information and guidance of all concerned, **Dr. ERICSON S. SABACAN** and **Dr. JOHANNA N. GERVACIO**, Officers-In-Charge at the Office of the Assistant Schools Division Superintendent, In-Charge of Elementary and Secondary respectively, in exigency of the service and pursuant to existing laws, has been designated as follows:

Position	Dr. Ericson S. Sabacan	Dr. Johanna N. Gervacio
Chairman	Personnel Selection Board (Elementary)	Personnel Selection Board (Secondary)
Chairman	SDO Grievance Committee (Elementary)	SDO Grievance Committee (Elementary)
Chairman	SDO Bids and Awards Committee (BAC)	Vice-Chair, SDO BAC
Alternate Signatory on Checks		

2. All papers for the signature of ASDS shall be prepared in the following manner:


ERICSON S. SABACAN, Ed.D.

Officer-In-Charge
 Office of the Assistant Schools Division Superintendent
 (Elementary)

JOHANNA N. GERVACIO, Ph.D.

Officer-In-Charge
 Office of the Assistant Schools Division Superintendent
 (Secondary)

3. Immediate dissemination of this Memorandum is desired


RONALDO A. POZON, Ph.D., CESO V
 Schools Division Superintendent

Reference:
 Designation and Reassignment Order
 of OIC-ASDS dully signed by DepED Secretary

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

DESIGNATIONS
 OFFICIALS
 PERSONNEL

