



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

16 February 2026

DIVISION MEMORANDUM

No. 084, s. 2026

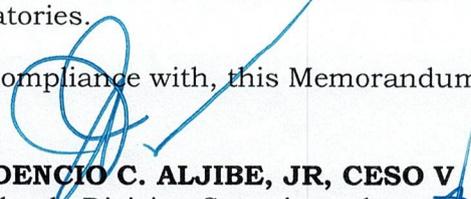
INFORMATION TO THE FIELD ON THE DESIGNATION OF FUNCTIONS FOR THE OFFICES OF ANTONIO P. DELOS REYES, AND REY F. BULAWAN, BOTH ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS, THIS DIVISION

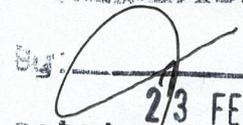
To: Assistant Schools Division Superintendents
Chief Functional Divisions
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Head
School Administrative Officer
All other concerned

1. In the interest of the service and pursuant to Republic Act No. 9155 (Governance of Basic Education Act of 2001) and DepEd Order No. 1, s. 2003, Rule IV, Sections 4.1 and 4.2, which authorize the Schools Division Superintendent to assign and designate specific functions to the Assistant Schools Division Superintendents to ensure efficient division operations, the following designations are hereby issued.
2. Following the assignment of **ANTONIO P. DELOS REYES, PhD, CESO VI** as Assistant Schools Division Superintendent of this Division, the following functions are hereby designated to his Office:
 - a. Chairman for the Performance Management Team (PMT) for Elementary, and acts as rater/approver of the OPCRf and IPCRF of elementary school heads and teachers, pursuant to the Results-Based Performance Management System (RPMS) and the Philippine Professional Standards for Teachers (PPST) under *DepEd Order No. 2, s. 2015* and subsequent amendments.
 - b. Chairman for the Schools Division Research Committee and oversees research management activities consistent with the *Basic Education Research Fund (BERF) Guidelines* under DepEd Order No. 16, s. 2017 and the Division Research Agenda.
 - c. Oversees the Division Sports Program in coordination with the Division Sports Coordinator, following *DepEd Order No. 34, s. 2022* and relevant *Palarong Pambansa* issuances.
 - d. Chairman for the Formal Investigation Committees (FIC) for administrative cases involving elementary school teachers, teaching related and non-teaching personnel, ensuring due process in accordance with the Revised Rules of Procedure in Administrative Cases (*DepEd Order No. 49, s. 2006, as amended*).
 - e. Approves the allocation/provision of DepEd School MOOE for and on behalf of the SDS, Appendix 44 Liquidation Reports (LRs) of elementary schools, subject to the requirements of the Division Accounting Unit and compliant with Government Accounting Manual (GAM), COA Circulars, and other applicable COA rules and regulations.
 - f. Approves school forms and counter-signs diplomas and certificate recognitions for elementary schools, consistent with DepEd Order No. 58, s. 2017 and other relevant issuances.

- g. Leads the monitoring and curriculum supervision for elementary schools in accordance with RA 9155, which mandates support for instructional leadership and the school-based management structure.
 - h. Approves the CSC Form 48 Daily Time Record (DTR) of elementary school heads, CSC Form 6 Leave subject to the limitations of approval set forth in DepEd Order 1, s. 2023 as amended, and DepEd Form 7 Monthly Payroll Worksheet and Report of Service for elementary school personnel, pursuant to the 2017 Omnibus Rules on Leave.
3. The following functions are retained with **REY F. BULAWAN, EdD**, Assistant Schools Division Superintendent:
- a. Chairman for the Human Resource Merit Promotion and Selection Board (HRMPSB), pursuant to the 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), overseeing recruitment, promotion, reclassification, and salary step increments.
 - b. Chairman for the Bids and Awards Committee (BAC), in accordance with Republic Act No. 12009, or the New Government Procurement Act (NGPA), and its Implementing Rules and Regulations.
 - c. Chairman for the Performance Management Team (PMT) for Secondary, and acts as rater/approver of OPCRf and IPCRF of secondary school heads and teachers, under *DepEd Order No. 2, s. 2015* and subsequent amendments
 - d. Chairperson, Formal Investigation Committees (FIC) for administrative cases involving secondary school teachers, teaching related and non-teaching personnel, including division personnel pursuant to *DepEd Order No. 49, s. 2006* and its amendments.
 - e. Chairman for the Division Grievance Committee, following DepEd Order No. 35, s. 2004, and Chairperson of the Committee on Decorum and Investigation (CODI) in accordance pursuant to Section 14 of the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS) and Section 33 of the IRR of RA 11313 (Safe Spaces Act).
 - f. Approves the allocation/provision of DepEd School MOOE for and on behalf of the SDS Appendix 44 Liquidation Reports (LRs) of secondary schools, subject to COA rules, COA Circulars, and standard accounting and auditing procedures.
 - g. Approves school forms and counter-signs diplomas and certificate recognitions for secondary schools, consistent with DepEd policies on the issuance of certificates and school records.
 - b. Leads the monitoring and curriculum supervision for secondary schools pursuant to RA 9155 and the School Governance Framework.
 - c. Approves the CSC Form 48 DTR of secondary school heads, CSC Form 6 Leave Form, subject to the limitations of approval set forth in DepEd Order 1, s. 2023 as amended and DepEd Form 7 for secondary school personnel, following CSC Rules on Leave.
4. These designations are **effective immediately**. Any prior designations or issuances inconsistent with this Memorandum are hereby rescinded or modified accordingly. All school forms are directed to follow the above signatories.
5. Immediate and wide dissemination of, and strict compliance with, this Memorandum are hereby directed.

DepEd Northern Samar
RELEASED


GAUDENCIO C. ALJIBE, JR, CESO V
Schools Division Superintendent


2/3 FEB 2026