



Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS  
 Schools Division of Negros Oriental

**Office of the Schools Division  
 Superintendent**

05 MAY 2021

DIVISION MEMORANDUM  
 No. 301, s. 2021

May 4, 2021

**DELEGATED DUTIES AND RESPONSIBILITIES OF THE ASSISTANT SCHOOLS DIVISION  
 SUPERINTENDENTS**

To: Assistant Schools Division Superintendent  
 Chief, CID and SGOD  
 All Others Concerned

1. This office hereby announces the following delegated duties and responsibilities of Assistant Schools Division Superintendents, viz:


OIC- Assistant Schools Division Superintendent	Duties and Responsibilities
Dr. Marcelo K. Palispis	Chair – Division Bids and Awards Committee (BAC) and other Procurement related concerns
	Chair- Division Formal Investigation Committee (where the respondent is a teacher as defined in Section 2 RA No. 4670 otherwise known as the Magna Carta for Public School Teachers and pursuant to Section 9, thereof
	Oversees the Administrative concerns
	Signs MOOE documents
	Rater of AO V and OSDS Section Heads
	Approving Authority of Admin Section Heads
	Chair- Grievance on Result-based Performance Rating (RPMS)
Dr. Nilita L. Ragay	Concurrent CID Chief
	Chair- Division Personnel Selection Board (PSB)
	Rater of EPSs and PSDSs & Approving Authority of other CID personnel
	Signs Personnel Services (PS) salary, claims, and other benefits
	Signs DTR of EPSs and PSDSs
Dr. Joelyza Miguel- Arcilla	Chair- Division Grievance Committee (except for RPMS)
	Chair- Program on Rewards and Incentives for Service Excellence (PRAISE)






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	Oversees DEDP/SIP/AIP, Research, Innovation, and School-Based Management (SBM)
	Rater of SGOD Chief & Approving Authority of SGOD Section Heads
	Approving Authority of EPSs, PSDSs, Principals/School Heads/TICs, and Master Teachers

2. Their duties and responsibilities shall cover all the schools and learning centers of the entire division effective immediately.
3. Any additional delegated duties and responsibilities or changes shall be issued through a memorandum.
4. For information and guidance.

  
**SENEN PRISCILLO P. PAULIN, CESO V**  
 Schools Division Superintendent  
 Office of the Schools Division Superintendent  
 5/5/2021



  
 SPP/RRP-JMA-NR/OASDS-A/JMA