



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City



ALLIED

09 OCT 2017
DATE:

NAME / SIGNATURE

MEMORANDUM

**TO: ASDSs
All PSDS and In-Charge of Districts
School Heads of Both Elementary and Secondary Levels
All Others Concerned**

FROM: The Office of the Schools Division Superintendent

SUBJECT: Policy on the Issuance of Designation Orders at the School Level


DATE : SEPTEMBER 29, 2017

To further strengthen decentralization efforts at the school and district level and in line with this office's thrusts to empower personnel regarding school-based matters, all concerned are hereby informed that designations of school personnel for the composition of committees or for the individual fulfillment of special tasks shall no longer need the approval of the undersigned. As a result, schools heads must designate qualified personnel through office orders.

In consonance with School-Based Management, school heads should initiate resource management and encourage school personnel to actively participate in the continuous improvement of schools. Consequently, their designations need not originate from this office, except those compositions which are specifically required to be organized by the Superintendent.

Accordingly, requests that are violative of the above policy shall be returned without action.

For guidance.


PEDRO MELCHOR M. NATIVIDAD, CSEE
Schools Division Superintendent

Reference:

RA 9155
DepEd Memorandum 386 s. 2009