



Republic of the Philippines
 Department of Education
 Region VII, Central Visaya
DIVISION OF CEBU PROVINCE
 IPHO Bldg., Sudlon, Lahug, Cebu City



Division Memorandum NO. 234, s. 2018

April 3, 2018

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
 CHIEFS, EPS/COORDINATORS
 PSDS's/DISTRICT CARETAKERS/OIC's
 HEADS OF PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
 SECTION HEADS AND ALL OTHERS CONCERNED

**AREA ASSIGNMENTS OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
 OF DEPED CEBU PROVINCE**

1. This Office hereby announces the coming in of another two(2) Assistant Schools Division Superintendents to complete the allocated three (3) ASDS items for Cebu Province per Rationalized Structure of DepED, namely:

DR. CARTESA M. PERICO- ASDS
 DR. LEAH B. APAO- OIC-ASDS

2. The Districts and schools in the province are hereby clustered into three(3) as Areas of Responsibility of the three (3) ASDSs for purposes of Monitoring and giving of Technical Assistance, among others, as follows, subject to rotation annually:

CLUSTER A- (FOR ASDS FUTALAN)	CLUSTER B- (FOR ASDS PERICO)	CLUSTER C- (FOR ASDS APAO)
Minglanilla 1 &2	Alcantara	Cordova
San Fernando	Ronda	Consolacion
Sibonga	Dumanjug 1&2	Liloan
Argao 1&2	Barili 1&2	Compostela
Dalaguete 1&2	Aloguinsan	Carmen
Alcoy	Pinamungahan 1&2	Catmon
Boljoon	Balamban 1&2	Sogod
Oslob	Asturias	Borbon
Santander	Tuburan 1&2	Tabogon
Samboan	Tabuelan	Daanbantayan 1&2
Ginatilan	San Remigio 1&2	Medellin
Malabuyoc	Sta. Fe	San Francisco
Alegria	Bantayan 1&2	Tudela
Badian	Madridejos	Pilar
Moalboal		Poros
18 districts	21 districts	16 districts

3. For other activities relative to hiring and promotion, investigation/grievances and performance management, among others, the three(3) ASDSs share efforts and assist the Superintendent to ensure proper implementation and quality delivery of all services in the entire Division. Thus, any of the three ASDSs may cut across boundaries of areas of responsibility.

4. All three(3) ASDSs shall be addressed as Assistant Schools Division Superintendents of Cebu Province, not just for their specific AOR/ assignments.

5. Widest dissemination of this information is desired.


RHEA MAR A. ANGTUD, Ed.D, CESO VI
 Schools Division Superintendent



Republic of the Philippines
Department of Education
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IPHO Bldg., Sudlon, Lahug, Cebu City



MEMORANDUM:

TO: **DR. ESTER A. FUTALAN**
Assistant Schools Division Superintendent

FROM: The Schools Division Superintendent

SUBJECT: ADDITIONAL DUTIES AND RESPONSIBILITIES OF ASDSs

DATE: April 03, 2018

1. As Assistant Schools Division Superintendent, whose authority, responsibility and accountability is to assist the Superintendent in ensuring access to, promoting equity in, and continuously improving the quality of basic education in the schools division with specific functions stipulated in the herein attached Office Functions per Rationalized Structure of DepEd, you are hereby advised of your specific share of Office Functions as below:

- a. Chairman, Personnel Selection Board (PSB);
- b. Chairman, Records Management Improvement Committee (RMIC);
- c. Area ASDS Cluster A (Please refer to Division Memo 234 s. 2018);
- d. In-Charge, All functional Units in the Division Office except the CID and SGOD;
- e. Chairman, PRAISE Committee;
- f. Chairman, Division Research Committee (in area of assignment)

2. In addition, you are to perform the following functions (in your Area Assignment):

- a. Approval of the School Operating Budget of all schools in your area of responsibility;
- b. Approval of Notice of Salary Adjustment (NOSA) and Notice of Step Increment (NOSI);
- c. . Approval of Itinerary of Travel/Appendix A and Appendix B;
- d. Countersign all endorsements and communications routed and prepared;
- e. Signatory of Form 48 of School Heads and PSDS; and
- f. Performance Rater of School Heads (in area of Assignment).


RHEA MAR A. ANGTUD, Ed.D, CESO VI
Schools Division Superintendent



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Department of Education
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IPHO Bldg., Sudlon, Lahug, Cebu City



MEMORANDUM:

TO: DR. CARTESA M. PERICO
Assistant Schools Division Superintendent

FROM: The Schools Division Superintendent

SUBJECT: ADDITIONAL DUTIES AND RESPONSIBILITIES OF ASDSs


DATE: April 03, 2018

1. As Assistant Schools Division Superintendent, whose authority, responsibility and accountability is to assist the Superintendent in ensuring access to, promoting equity in, and continuously improving the quality of basic education in the schools division with specific functions stipulated in the herein attached Office Functions per Rationalized Structure of DepEd, you are hereby advised of your specific share of Office Functions as below:

- a. Chairman, Bids and Awards Committee (BAC)
- b. Co-Chair, PRAISE Committee
- c. Area ASDS Cluster B (Please refer to Division Memo 234, S. 2018);
- d. In-Charge, Schools Governance and Operations Division (SGOD);
- e. Chairman, Division Research Committee (in area of assignment);
- f. In-Charge, all Special Programs and Projects;
- g. In-Charge, Opening of Schools and Private Schools Operation

2. In addition, you are to perform the following functions (in your Area Assignment):

- a. Approval of the School Operating Budget of all schools in your area of responsibility;
- b. Approval of Notice of Salary Adjustment (NOSA) and Notice of Step Increment (NOSI);
- c. Approval of Itinerary of Travel/Appendix A and Appendix B;
- d. Countersign all endorsements and communications routed and prepared;
- e. Signatory of Form 48 of School Heads and PSDS; and
- f. Performance Rater of School Heads (in area of Assignment).


RHEA MAR A. ANGTUD, Ed.D, CESO VI
Schools Division Superintendent



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MEMORANDUM:

TO: **DR. LEAH B. APAO**
Assistant Schools Division Superintendent

FROM: The Schools Division Superintendent

SUBJECT: ADDITIONAL DUTIES AND RESPONSIBILITIES OF ASDSs


DATE: April 03, 2018

1. As Assistant Schools Division Superintendent, whose authority, responsibility and accountability is to assist the Superintendent in ensuring access to, promoting equity in, and continuously improving the quality of basic education in the schools division with specific functions stipulated in the herein attached Office Functions per Rationalized Structure of DepEd, you are hereby advised of your specific share of Office Functions as below:

- a. Chairman, Investigation Committee
- b. Chairman, Grievance Committee
- c. Co-Chair, PRAISE Committee
- d. Area ASDS Cluster C (Please refer to Division Memo 234, S-2018);
- e. In-Charge, Curriculum Implementation Division (CID);
- f. Chairman, Division Research Committee (in area of assignment);
- g. In-Charge, RPMS, SIP and School Based Management (SBM)

2. In addition, you are to perform the following functions (in your Area Assignment):

- a. Approval of the School Operating Budget of all schools in your area of responsibility;
- b. Approval of Notice of Salary Adjustment (NOSA) and Notice of Step Increment (NOSI);
- c. Approval of Itinerary of Travel/Appendix A and Appendix B;
- d. Countersign all endorsements and communications routed and prepared;
- e. Signatory of Form 48 of School Heads and PSDS; and
- f. Performance Rater of School Heads (in area of Assignment).


RHEA MAR A. ANGTUD, Ed.D, CESO VI
Schools Division Superintendent