



MAY 29, 2019

**DIVISION MEMORANDUM**

No. 300, s. 2019

**CHANGES IN AREA ASSIGNMENTS AND RESPONSIBILITIES OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS OF DEPED CEBU PROVINCE**

**TO: Assistant Schools Division Superintendents  
 Chiefs or Section Heads, Functional Divisions/Units  
 Education Program Supervisors/Coordinators  
 Public Schools Division Supervisors (PSDSs)/OICs  
 Principal/Heads of Elem. & Secondary Schools  
 Teachers and All Others Concerned**

- In view of the agreement to take regular turn in handling the various areas and services in the Division, this office announces the new assignments of the Assistant Schools Division Superintendents **effective June 3, 2019**.
- 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, the following are their specific share of Office Functions:

<b>ASDS LEAH B. APAO, Ed.D</b>	<b>ASDS ESTER A. FUTALAN, Ed.D</b>	<b>ASDS CARTESA M. PERICO, Ed.D</b>
Chairman, Bids and Awards Committee (BAC)	Chairman, Legal Matters & Grievance Committee	Chairman, Personnel Selection Board (PSB)
Co-Chair, PRAISE Committee	Chairman, PRAISE Committee	Co-Chair, PRAISE Committee
Area ASDS for Cluster A	Area ASDS for Cluster B	Area ASDS for Cluster C
In-Charge, Curriculum Implementation Division (CID)	In-Charge, All Functional Units in the Division Office (OSDS) except the CID and SGOD	In-Charge, Schools Governance and Operations Division (SGOD)
Chairman, Division Research Committee (in area of assignment)	Chairman, Division Research Committee (in area of assignment)	Chairman, Division Research Committee (in area of assignment)
In-Charge, RPMS, SIP, and School Based Management (SBM)	Chairman, Records Management Improvement Committee (RMIC)	In-Charge, all Special Programs and Projects
		In-Charge, Opening of Schools and Private Schools Operation

*\*In addition, they are to perform the following functions (in their Area Assignment):*

Approval of the School Operating Budget of all schools

Approval of Notice of Salary Adjustment (NOSA) and Notice of Step Increment (NOSI)

Approval of Itinerary of Travel/ Appendix A and Appendix B;

Countersign all endorsements and communications routed and prepared;

Signatory of Form 48 of School Heads and PSDS; and

Performance Rater of School Heads

3. The herein cluster of Districts and Schools in the Province, for purposes of Monitoring and giving of Technical Assistance, among others, subject to rotation annually, shall be the new assignments of the ASDS as indicated below:

CLUSTER A- (FOR ASDS APAO)	CLUSTER B- (FOR ASDS FUTALAN)	CLUSTER C- (FOR ASDS PERICO)
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	Pinamungajan 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		Poro
<b>18 Districts</b>	<b>21 Districts</b>	<b>16 Districts</b>

4. All three (3) ASDSs shall be addressed as Assistant Schools Division Superintendent 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