



Republic of the Philippines

Department of Education

REGION X

SCHOOLS DIVISION OF LANA O DEL NORTE



January 7, 2026

Division Memorandum

No. 011, s. 2026

AUTHORITY TO DESIGNATE OFFICER-IN-CHARGE DURING THE ABSENCE OF THE HEAD OF OFFICE

To: Assistant Schools Division Superintendent
Education Program Supervisors
Public Schools District Supervisors/ District In-charge
Elementary and Secondary School Heads
All Others Concerned
This Division

1. In line with established administrative protocols and to ensure consistency in the exercise of authority within the Schools Division, this Memorandum is hereby issued to reiterate the designation of an Officer-in-Charge (OIC) during the absence of the Head of Office.
2. The Schools Division Superintendent (SDS), as the approving authority of the Division, is the only official vested with the authority to designate or appoint an Officer-in-Charge in the event of the absence of a Head of Office, regardless of the cause, nature or duration of such absence.
3. The authority to designate an Officer-in-Charge (OIC), whether temporary, acting, or concurrent, rests solely with the Schools Division Superintendent (SDS), and no other official or personnel may exercise such authority without the prior approval and written designation of the SDS.
4. In view thereof, all offices and units are hereby directed to ensure that:
 - a) No assumption of OIC functions shall be made without an official written designation signed by the Schools Division Superintendent;
 - b) All requests for OIC designation shall be submitted in writing to the Office of the SDS, stating the reason and period of absence of the concerned Head of Office



Address: Gov. A. Quibranza Prov'l. Gov't. Compound
Pigcarangan, Tubod, Lanao del Norte

Telephone Nos.: (063)227 - 6633, (063)341 - 5109

Email Address : {HYPERLINK

"mailto:lanao.norte@depd.gov.ph"}
}



Republic of the Philippines

Department of Education

REGION X

SCHOOLS DIVISION OF LANA O DEL NORTE

-
- c) Any internal or informal arrangements designating an OIC without SDS approval shall be considered unauthorized and without force and effect.

5. Any actions, decisions, or communications issued by an unauthorized OIC designation shall not bind the Division and may subject the concerned officials or personnel to appropriate administrative action, in accordance with existing civil service and DepEd rules and regulations.

6. Immediate dissemination of this Memorandum is desired.

EDWIN R. MARIBOJOC EdD, CESO V
Schools Division Superintendent