



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

October 9, 2020

DIVISION MEMORANDUM

No. 181, s. 2020

DIVISION MANAGEMENT CONTINUITY STRUCTURE PER FUNCTIONAL DIVISIONS AND SECTIONS

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Unit Heads
 SDO Personnel
 All Others Concerned

- In pursuance of Division Memorandum No. 172, s. 2020 or the Division Alternative Work Arrangement (AWA), the following personnel is deemed In-Charge of their respective offices when its immediate superior is in work from home, on leave or in official business, to wit:

No.	Functional Divisions /Sections	In-Charge
1	CID	Winnie W. Poli
2	SGOD	Leoval D. Dela Cruz, PhD Lamberto P. Corpuz
3	Administrative Unit	Geraldine E. Patacsil
4	Accounting Unit	Maria Luisa O. Alipio
5	Personnel Unit	Roma Amor M. Marzo
6	Records Unit	Aaron Sobrevilla
7	Supply Unit	Jerry Carrido
8	Budget Unit	Dei Chiara Abao
9	Cash Unit	Rocel De Guzman
10	Information Communication Technology Unit	Alvin Ramirez



Loyal, Excellent, Accountable and Dedicated to Service

Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; **Email Address:** munozscience.city@deped.gov.ph

DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



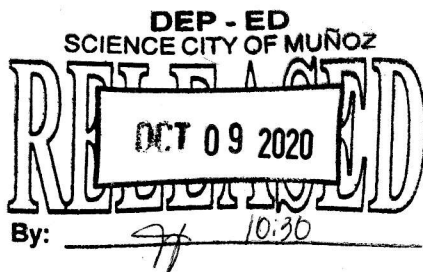
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2. As such, the abovementioned personnel are directed to sign official documents or act immediately on routine documents if applicable from the head of office, to ensure continuity of service and avoid delays and disruptions on official correspondence and transactions.
3. Immediate and widest dissemination of this Memorandum is desired.

DANTE G. PARUNGAO, CESO VI
Officer-In-Charge
Office of the Schools Division Superintendent



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