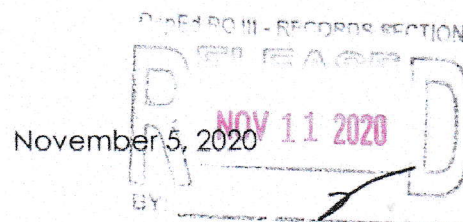




Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON

**REGIONAL MEMORANDUM**  
No. 325, 2020



**FUNCTIONS DELEGATED TO THE ASSISTANT REGIONAL DIRECTOR**

To: The OIC Assistant Regional Director  
Schools Division Superintendents  
Chiefs of Functional Divisions  
Heads of Sections/Units  
All Others Concerned

1. Consistent with the provisions in the IRR of RA 9155 (Governance of Basic Education) the OIC- Assistant Regional Director shall have the following specific functions:
  - 1.1 Assist the Regional Director in the management of the Region and in exercising management functions of planning, organizing, directing and controlling. She may be assigned specific areas of responsibilities and be delegated the necessary authority to perform the task of the Regional Director;
  - 1.2 Assist the Regional Director in the crafting and in the monitoring of education development plans and programs of the region; and
  - 1.3 Represent the Regional Director by acting as the Chairman in Committees and bodies as may be assigned to her
2. As such, the OIC- Assistant Regional Director is hereby delegated the following functions, to wit:
  - 2.1 Act as Chairman of the following committees:
    - 2.1.1 Human Resource Merit Promotion and Selection Board
    - 2.1.2 Bids and Awards Committee
    - 2.1.3 Regional Grievance Committee
    - 2.1.4 Program on Awards and Incentives for Service Excellence (PRAISE) Committee
    - 2.1.5 Regional Research Review Committee
    - 2.1.6 Regional GAD Committee
    - 2.1.7 Committee on Decorum and Investigation
  - 2.2 Act as Vice Chairman to the Regional Director of the following Committees:
    - 2.2.1 Regional Performance Review and Evaluation Committee
    - 2.2.2 Regional Office DRRM Committee



**Address:** Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)  
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- 2.2.3 Regional Policy Review Committee (RPRC)
- 2.3 Recommend the following financial and administrative matters for Approval of the Regional Director:
  - 2.3.1 Appointment to regular plantilla positions
  - 2.3.2 Contract of Service/Job Order
  - 2.3.3 Applications for sick/vacation/study/maternity leave and grant of Service Credits
    - 2.3.3.1 For Division Chiefs leave up to 1 year
    - 2.3.3.2 For Below Division Chiefs up to 60 days
    - 2.3.3.3 For SDSs leave up to 1 year
  - 2.3.4 Termination of Appointment and Dropping from Rolls of Division Chiefs and Personnel at the RO
  - 2.3.5 Attendance to local Seminars / Workshops / Conventions / speaking engagements within the Region of Division Chiefs and other RO personnel
  - 2.3.6 Authority to Travel for 7 days and up within the Region of Division Chiefs and other RO personnel
  - 2.3.7 Regional Academic Assessment
  - 2.3.8 Activities to be conducted by private organizations/non DepEd Agencies
- 2.4 Approve the following administrative matters:
  - 2.4.1 Authority to travel for less than 7 days within the Region of RO personnel
  - 2.4.2 Authority to Travel for less than 7 days outside the Region but within the country of RO and Division personnel except Division Chiefs, SDSs and ASDSs
  - 2.4.3 Applications for sick/vacation/study/maternity leave for RO personnel below Division Chiefs not exceeding 15 days
  - 2.4.4 Equivalent Record Forms (ERFs)
  - 2.4.5 Certification, Authentication and Verification (CAV) of School Records/Documents
  - 2.4.6 Application for Service Credits
  - 2.4.7 Application for monetization of leave credits of RO personnel
- 2.5 Sign as alternative signatory of the Regional Director, when the latter is on an Approved Official Leave of Absence/Official Business on the following documents:
  - a. Disbursement Vouchers and Check payments/LDDAP for salaries



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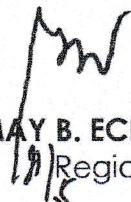




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- b. Remittances for GSIS, HDMF, PhilHealth and PAG-IBIG, PIs monthly utilities (water, electricity, communications / telephone)
- 2.6 Sign for and on behalf of the Regional Director, when the latter is on an Approved Official Leave of Absence, routine communications such as Endorsement to other Offices/Agencies, Advisories, transmittals and announcements of programs, projects, policies.
3. Previous related issuances inconsistent with this memorandum are deemed repealed/revoked accordingly.
4. For information and guidance.

  
**MAY B. ECLAR, PhD, CESO V**  
Regional Director

ORD1/ord3



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