



Republic of the Philippines
Department of Education

31 MAY 2019

MEMORANDUM to -

- Undersecretaries
- Assistant Secretaries
- Bureau and Service Directors
- Regional Directors
- Schools Divisions Superintendents
- Division Chiefs and Unit Heads
- All Others Concerned

RELEASED
JUN 04 2019
DEPED-CAR

DIRECTIVE ON ADDRESSING OFFICERS-IN-CHARGE DESIGNATED BY THE SECRETARY TO OFFICES OF THIRD LEVEL POSITIONS

1. The undersigned issues this directive to all officials and employees of the Department of Education (DepEd) regarding the appropriate manner of addressing Officers-In-Charge (OICs) designated by the Secretary to offices of Third Level positions requiring appointment by the President.
2. All are enjoined to refrain from addressing them as OIC-Undersecretary, OIC-Assistant Secretary, OIC-Director, OIC-Assistant Director, OIC-Schools Division Superintendent, or OIC-Assistant Schools Division. The Office of the President has reminded the Department that addressing them in such manner may create an impression that a corresponding appointment or designation has been made by the President.
3. Similarly, OICs designated to occupy offices of Third Level Officials shall not be addressed as Undersecretaries, Assistant Secretaries, Directors, Assistant Directors, Schools Division Superintendents, or Assistant Schools Division Superintendents. Such manner of addressing third level officials shall only be used after issuance of appointment papers from the Office of the President.
4. As a guide, the following is the appropriate manner of addressing OICs designated by the Secretary:

NAME OF OFFICIAL
Position of original appointment (e.g. Assistant Secretary/Director IV/Director III)
Officer-In-Charge, Office of the (e.g. Undersecretary/Assistant Secretary/Director IV)


5. Immediate dissemination of this Memorandum is desired.

Tracking Number:

HTA 644209


LEONOR MAGTOLIS BRIONES
Secretary

SKH



DepEd Cordillera Administrative Region
Tugue Avenue, Pasig City 1600

Republic of the Philippines
Department of Education
Cordillera Administrative Region
Wangal, La Trinidad, Benguet



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ENDORSEMENT


June 4, 2019

**TO: ASSISTANT REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOLS DIVISION ASSISTANT SUPERINTENDENTS
ALL DIVISIONS
REGIONAL OFFICE DIVISION CHIEFS
ALL OTHERS CONCERNED**

For information and guidance.


MAY B. ECLAR, Ph.D., CESO V
Regional Director

#ORDeap



DepEd Cordillera Administrative Region
Tugue Avenue, Pasig City 1600

Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA
Bangued, Abra



ADVISORY

June 11, 2019

**TO: The Officer-in-Charge, Office of the ASDS
Division Chiefs
Section Heads
Education Program Supervisors
Public Schools District Supervisors
School Heads/Principals - Elementary
School Heads/Principals - Secondary
All Others Concerned**

For your information, guidance and compliance.

AMADOR B. GARCIA, Sr., Ph.D.
OIC-Schools Division Superintendent

OSDS/ADG/fo/inbox