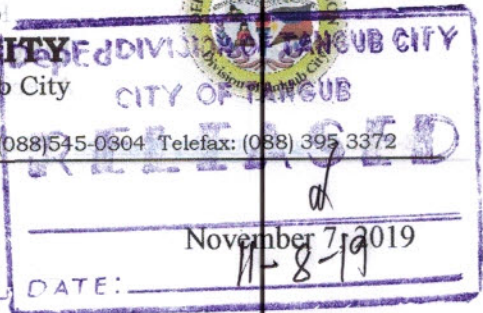




Republic of the Philippines  
 Department of Education  
 Region X – Northern Mindanao  
**DIVISION OF TANGUB CITY**  
 Anecito Siete Street, Mantic, Tangub City



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November 7, 2019

**DIVISION MEMORANDUM**  
 No. 317, s. 2019

**ALTERNATE SIGNATORIES**

To: Curriculum Implementation Division  
 School Governance & Operations Division  
 Division Planning Team  
 Division Appraisal Team  
 Elementary and Secondary School Heads  
 SICs/TICs  
 This Division

1. For smooth operations of this office, please observe the following protocol in the absence of the following signatories:

<u>In the absence of:</u>	<u>OIC-Designate</u>
Schools Division Superintendent	Asst. Schools Division Superintendent
Schools Division Superintendent and Asst. Schools Division Superintendent	Curriculum Implementation Div. Chief/ Sch. Governance & Operations Div. Chief
SDS, ASDS and Chiefs	Administrative Officer V
SDS, ASDS, Chiefs and AO V	Accountant
SDS, ASDS, Chiefs, AO V and Accountant	HR

2. For compliance and guidance.

**DR. AGUSTINES E. CEPE, CESO V**  
 Schools Division Superintendent