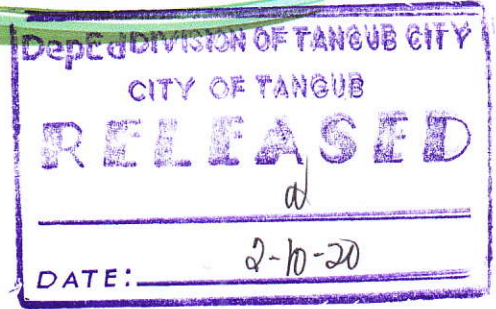




DIVISION MEMORANDUM
NO., 42 s. 2020



To : All DepEd Personnel
This Division

From : AGUSTINES E. CEPE, CESO V

Date : February 09, 2020

Subject: **NEW AUTHORIZED SIGNATORIES FOR THE APPLICATION FOR LEAVE (CSC FORM NO. 6)**

1. This is to inform all division personnel that new set of authorized signatories for the application for leave (CSC Form No. 6) is reiterated.
2. In this connection, all applications shall be signed by the Administrative Officer V, MARISSA T. AMEN for the Recommending Approval; Administrative Officer IV, DELMA R. DENAPO for the Certification of Leave Credits and Assistant Schools Division Superintendent, ROSEMARIE T. MACESAR as the Approving Authority.
3. This shall apply to all division personnel except for the following whose application's Final Approval shall be decided by the Schools Division Superintendent.
 - a. Assistant Schools Division Superintendent - Rosemarie T. Macesar
 - b. SGOD Chief - Myrna T. Regidor
 - c. CID Chief - Carmelita A. Jubay
 - d. Accountant - Anna Daphne C. Mugar
 - e. Budget Officer - Marites C. Suminguit
 - f. Administrative Officer V - Margissa T. Amen
4. For your information and guidance.

mta/02-07-2020

To be indicated in the Perpetual Index

Under the following subjects:

PERSONNEL
SIGNATORIES

