



May 10, 2019

REGIONAL ORDER

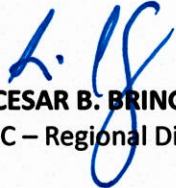
No. 23, s.



DESIGNATION OF ADDITIONAL DUTIES

TO: GILDA G. BERTE
Schools Division Superintendent
This Region

1. The Administrative Service Division of this Regional Office is one of the functional divisions that caters various tasks and functions and one of which is facilitating the process of employee's welfare and benefits not only in the Regional level but extend even to the Schools Division Office level.
2. It also plays a vital role in policy determining and implementation and serves as a very reliable partner with the management in ensuring the smooth operation of the Department-providing support to its different programs and projects.
3. Recently, the Chief Administrative Officer has tendered his retirement and in order to sustain and or improve further the Regional Administrative Services, this office hereby designates you to oversee Administrative Service Division, in addition to your present duties and responsibilities, until such time that a Chief Administrative Officer shall be appointed and assigned thereat.
4. As such you are authorized to sign all documents that is within the signing authority of the Chief Administrative Officer for Administrative Service that which is inherent to the designated position.
5. For information and guidance.


FRANCIS CESAR B. BRINGAS, CESO V
OIC – Regional Director

ASD/jbr
05/10/2019

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