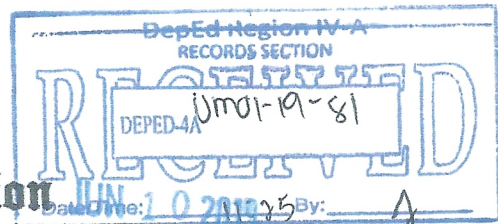




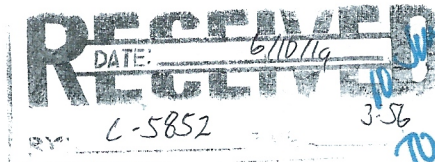
Republic of the Philippines
Department of Education



DEPED CAVITE PROVINCE 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



*TO All SDOs,
for your information &
appropriate action
Thank you*

**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.

LEONOR MAGTOLIS BRIONES
Secretary



Republic of the Philippines

Department of Education

Region IV-A (CALABARZON)

Division of Cavite

Trece Martires City, Cavite



Certificate Number: AJA17-0083

SAMPLE

CHERRYLOU D. REPIA

Schools Division Superintendent

ELIAS A. ALICAYA, JR., Ed. D.

Asst. Schools Division Superintendent

IVAN BRIAN L. INDUCTIVO

Education Program Supervisor

OIC, Office of the Asst. Schools Division Superintendent