



BU-13143
4/13/23

Republic of the Philippines
Department of Education
REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

APRIL 17, 2023

DIVISION MEMORANDUM
NO. 142, s. 2023


CHANGE OF SIGNATORIES IN VARIOUS HUMAN RESOURCE MANAGEMENT PROCESSES AND SERVICES

To: Assistant Schools Division Superintendents
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Schools Division Office Personnel
All Concerned

1. In line with DepEd Order No. 007, s. 2023 or the "Recruitment, Selection and Appointment Guidelines in the Department of Education", DepEd Order No. 019, s. 2022 or the "Department of Education Merit Selection Plan" and DepEd Order No. 002, s. 2021 or the "Revised Signing Authorities for Administrative and Financial Matters in the Department of Education", please be informed that this Office shall change the signatory based on the policies stated above **effective April 11, 2023** as follows:





Processes/Services	Current Signatory	New Signatory
CSC Form No. 9 – Request for Publication of Vacant Positions	Verna C. Cabaya – Administrative Officer V	Elaine V. Balen – Administrative Officer IV
CSC Form No. 33-B – Appointment (at the back of appointment form)		
CSC Form No. 4 – Assumption to Duty		
CSC Form No. 6 – All leave applications including monetization and travel abroad (certification of leave credits part)		

2. Immediate dissemination of this Memorandum is highly desired.


ROSEMARIE D. TORRES, CESO V
Schools Division Superintendent

RCD/
DM no. 142
BU-13143/04/17/2023



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
 www.depedcavite.com.ph
 deped.cavite@deped.gov.ph

"Serbisyong Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO"