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Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

March 16, 2022

OFFICE MEMORANDUM

No. **161**, s. 2022

To: Regional Functional Division Chiefs
All Others Concerned

**ADDENDUM TO OFFICE MEMORANDUM NO. 049, S. 2022
(DESIGNATION AS OFFICE-IN-CHARGE OF THE
DEPED REGIONAL OFFICE VIII)**

1. The following provisions shall be added as Paragraphs 3 and 4 thereof:
 3. In the event that the Assistant Regional Director is available, he assumes automatically as the Officer-in-Charge of the Regional Office and is authorized to sign official correspondence and other documents including financial matters enumerated below for and in behalf of the Regional Director except those involving decision-making and policy-determining actions:
 - a. Payment of salaries and other benefits;
 - b. Payment of utilities (electric, water, security, telephone, petty cash, travel expenses, and wages of Job Order employees;
 - c. Remittances to GSIS, PAG-IBIG, PHILHEALTH, BIR Taxes (TRAs), and Private Lending Institutions (PLIs); and
 - d. Other MOOE claims.
 4. Any urgent matters needing immediate action and decision by the Head of Office should be referred to the undersigned by any means of communication.
2. All other provisions in the abovementioned Office Memorandum shall remain in force.
3. For information, guidance, and compliance.

AD-PS-EDR



[Signature]
EVELYN R. FETALVERO, CESO IV
Regional Director *[Signature]*

