



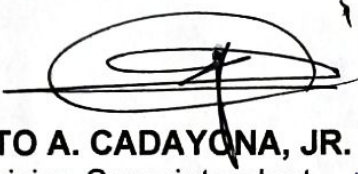
Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF CALBAYOG CITY

Office of the Schools Division Superintendent

**OFFICE MEMORANDUM**

No. 052 s. 2025

TO: Administrative Officer V (Admin. Services)  
Administrative Aide VI – Head of GSU  
Administrative Aide I  
JO Employees  
All Others Concerned

FROM:   
**MARGARITO A. CADAYONA, JR. PhD CESO VI**  
Schools Division Superintendent

DATE: October 17, 2025

SUBJECT: **AUTHORIZATION OF OIC TO SIGN DIVISION CLEARANCES IN THE ABSENCE OF OFFICIAL SIGNATORIES**



1. To ensure the smooth and timely processing of division clearances, all DpEd SDO Officials, unit heads and designated clearance signatories are hereby informed that an **Office-In-Charge (OIC)** may be **authorized to sign division clearances** in cases where the official signatory is **on official travel, leave of absence, or otherwise unavailable**.
2. This measure is being implemented to **avoid delays** in clearance processing and to facilitate the efficient completion of transactions within the division. The OIC's authority to sign shall be **limited to the duration of the approved designation** and shall be supported by an **office order or written authorization** from the concerned signatory or higher authority.
3. For strict compliance and guidance.



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