



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

February 25, 2025

DIVISION MEMORANDUM
No. **167**, s. 2025

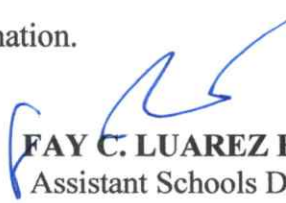
**ORIENTATION OF THE DISTRICT CORE TEAM IN THE
DELEGATION OF ADMINISTRATIVE FUNCTIONS**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Public Schools District Supervisors/Acting PSDS
Central School Principals
Administrative Officer II
All Others Concerned

1. In line with the agreement during the Division Executive Conference to expedite the processing of Form 6 of all teaching positions in the school level and promote the Ease of Doing Business policy in the field offices, the Office of the Schools Division Superintendent will conduct the Division Orientation on the procedures in the implementation of the delegation of signing authority to district level for approving of Form 6 to all teachers below 5 days.
2. The activity will be conducted at the SDO Conference Room from 8:00 am to 5:00 pm for the following schedules and participants:

Batch	Date	Congressional District	Participants
1	March 18, 2025	1	1 PSDS or APSDS 1 Central School Principal 1 CES AO II 1 Clustered AO II
1	March 19, 2025	2	1 PSDS or APSDS 1 Central School Principal 1 CES AO II 1 Clustered AO II
1	March 20, 2025	3	1 PSDS or APSDS 1 Central School Principal 1 CES AO II 1 Clustered AO II

3. Expenses of participants for meals and snacks for PSDS, Central AO II & 1 Clustered AO II shall be charged against Division Fund while for Central School Principal shall have a registration fee of Php800.00 charged to school MOOE covering breakfast, lunch, AM and PM Snacks. Travel and other incidental expenses of all participants shall be charged to School MOOE while DTE of PSDS/APSDS charged to SDO fund subject to usual government accounting and auditing rules and regulations.
4. All participants are enjoined to come to the venue on time and shall be given priority.
5. This memorandum shall serve as your travel authority.
6. For your guidance and information.


FAY C. LUAREZ EdD, PhD.TM, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of Schools Division Superintendent

FCL/ADMIN/FMA/