



June 4, 2019

Regional Memorandum
No. 267 s. 2019

**DIRECTIVE ON ADDRESSING OFFICERS-IN-CHARGE DESIGNATED BY
THE SECRETARY TO OFFICES OF THIRD LEVEL POSITIONS**

To All Schools Division Superintendents
This Region

1. Attached is the unnumbered memorandum entitled "Directive on Addressing Officers-In-Charge Designated by the Secretary to Offices of Third Level Positions" issued by the Honorable Secretary Leonor Magtolis Briones dated May 31, 2019, for your immediate compliance.
2. Wide and immediate dissemination of this Memorandum is hereby enjoined.

FRANCIS CESAR B. BRINGAS
Schools Division Superintendent
Officer-In-Charge *sw*
Office of the Regional Director

Reference: Unnumbered Memorandum
signed by the Secretary

To be indicated in the Perpetual Index under the following subjects:

DESIGNATION THIRD LEVEL POSITIONS

OASD/ggb
Date: June 4, 2019

DCC No.
DopEd Ro13-F-PAU-001/RO/1-7-2019

Document Tracking No.



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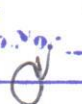


Republic of the Philippines
Department of Education

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

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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. *shh*
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