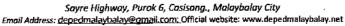
DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY





May 4, 2015

JEG-MALAYBALAY CITY DIVIDAGA RELEASED

DIVISION ADVISORY

e MAY 65 2015 Time: 4:37

DESIGNATION OF MARLIE J. ASPRER, EXECUTIVE ASSISTANT V, OFFICE TO THE SECRETARY (OSEC) AS OFFICER-IN-CHARGE (OIC) OF THE COMMUNICATION UNIT-OSEC AND AS AUTORIZED SIGNATORY OF OTHER OFFICES IN THE DEPARTMENT

TO:

Chief Education Supervisors

All Staff, Curriculum Implementation Division

All Staff, Schools Governance and Operation Division

Elementary and Secondary School Heads

Section Heads and Staff All other concerned

FROM:

EDILBERTO L. OPLENARIA

Schools Division Superintendent

- 1. For the information and guidance of all concerned, this office hereby disseminates the herein DepEd Memorandum No. 42, s.2015 re: "DESIGNATION OF MARLIE J. ASPRER, EXECUTIVE ASSISTANT V, OFFICE TO THE SECRETARY (OSEC) AS OFFICER-IN-CHARGE (OIC) OF TE COMMUNICATION UNIT-OSEC AND AS AUTORIZED SIGNATORY OF OTHER OFFICES IN THE DEPARTMENT", which is self-explanatory.
- 2. For widest dissemination.

Encl:

As stated

Copy furnished:

Records Section AO file



Republic of the Philippines **Department of Education**

BEC-276465

Tanggapan ng Kalihim
Office of the Secretary

23 APR 2015

DepEd MEMORANDUM No. 42 , s. 2015

DESIGNATION OF MERLIE J. ASPRER, EXECUTIVE ASSISTANT V, OFFICE OF THE SECRETARY (OSEC) AS OFFICER-IN-CHARGE (OIC) OF THE COMMUNICATIONS UNIT-OSEC AND AS AUTHORIZED SIGNATORY OF OTHER OFFICES IN THE DEPARTMENT

To

Undersecretaries

Assistant Secretaries

Directors of Bureau/Service/Center Directors and Head of Units

Regional Directors

Schools Division/ City Superintendents

All Others Concerned

- 1. In the exigency of service and upon the resignation of Mr. Armand Patrick R. Salamat on 16 April 2015, **Ms. Merlie J. Asprer** is hereby designated as Officer in Charge (OIC), Communications Unit Office of the Secretary (OSEC), effective 17 April 2015.
- 2. All papers for the signature of Ms. Asprer as OIC of the Communications Unit shall be prepared in the following manner:

MERLIE J. ASPRER

Executive Assistant V OIC, Communications Unit-OSEC

- 3. In addition, Ms. Asprer will continue to be the authorized signatory as disseminated, through Office Memoranda dated 20 January 2015 and 18 February 2015, of accomplishment reports, Daily Time Records, vouchers for salaries, travels, petty cash, and miscellaneous expenses of the Office of the Secretary (OSEC), Disaster Risk Reduction Management Office (DRRMO), Technical Service (TS), and the Education Management Information System (EMIS) Division.
- 4. Meanwhile, all papers for the signature of Ms. Asprer as authorized signatory of the offices mentioned in No. 3 shall be prepared in the following manner:

MERLIE J. ASPRER Executive Assistant V

5. For wide and immediate dissemination.

BR. ARMIN A. LUISTRO FSC

Secretary

Reference:

DepEd Memorandum: No. 160, s. 2013

To be indicated in the <u>Perpetual Index</u> under the following subjects:

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT BUREAUS AND OFFICES CENTER OFFICIALS