



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

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May 4, 2015

DepEd-MALAYBALAY CITY DIVISION


RELEASED

DIVISION ADVISORY

MAY 05 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 AUTHORIZED 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 THE COMMUNICATION UNIT-OSEC AND AS AUTHORIZED SIGNATORY OF OTHER OFFICES IN THE DEPARTMENT**", which is self-explanatory.
2. For widest dissemination.

Encl:
As stated

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Republic of the Philippines
Department of Education

DEEL-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 Perpetual Index
under the following subjects:

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
BUREAUS AND OFFICES
CENTER
OFFICIALS