



DIVISION MEMORANDUM
NO., 31 s. 2021

DELEGATION OF THE AUTHORITY TO MAKE ALTERATION(S) ON APPOINTMENTS
(CS Form No. 33-A)

To : CONCERNED PERSONNEL
This Division

WHEREAS, Section 5 (1) of Civil Service Commission Resolution No. 1800692 otherwise known as the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018), provides that whenever there are erasures or alterations made on appointments, it should be duly initialed by the highest ranking HRMO or personnel who issued or prepared the document; however, the certification of alteration shall be signed by the appointing officer/authority or any authorized official;

WHEREAS, the appointing officer/authority is loaded with other concerns being the Schools Division Superintendent; hence, there is a need to delegate the authority to sign the Certificate of Alteration/s;

WHEREAS, as provided further under Section 5 of CSC Resolution No. 1800692, the appointing officer/authority may delegate the signing of the Certificate of Alteration/s to any authorized official;

NOW, THEREFORE, I, AGUSTINES E. CEPE, Schools Division Superintendent of Department of Education Tangub City Division, do hereby delegate the authority to sign the Certificate of Alteration/s on Appointments (CS Form No. 33-A) to any of the following;

1. DELMA R. DENAPO , Administrative Officer IV (HRMO IV)
2. GERALDINE C. BENGHIT, Administrative Officer II (HRMO II)
3. AMIE FEL M. GALARIANA, Administrative Assistant III

This memorandum shall take effect immediately, subject to change when situation warrants.

Done this 24th day of February 2021 in Tangub City, Philippines.

AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

AEC/MTA/02-24-2021

📍 Anecito St., Mantle, Tangub City
🌐 Website: www.depedtangub.net
☎ Telephone: (088) 545 - 0304
📠 Telefax: (088) 395 - 3372

