



Republic of the Philippines
Department of Education
 Region III
SCHOOLS DIVISION OF PAMPANGA

January 02, 2025

DIVISION MEMORANDUM
 No. 002 , s. 2025

FUNCTIONS DELEGATED TO THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT (ASDS)

To: Assistant Schools Division Superintendents
 Division Chiefs
 Functional Unit Heads
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 Teaching and Non-Teaching Personnel
 All Others Concerned

1. Consistent with the provisions of the IRR of RA 9155, also known as the "Governance of Basic Education Act of 2001", the Assistant Schools Division Superintendents shall have the following functions:

- i. Assist the Schools Division Superintendent in managing the Division and exercising management functions of planning, organizing, directing, and controlling. They may be assigned specific areas of responsibilities and be delegated necessary to perform the task of the Schools Division Superintendent;
- ii. Assist the Schools Division Superintendent in crafting and monitoring education development plans and programs of the Division; and
- iii. Represent the SDS by acting as Chairman in Committees and bodies as may be assigned to them.

2. As such, the Assistant Schools Division Superintendents are hereby delegated the following specific functions:

A . Jurisdiction over Elementary and Secondary Schools

ASDS	Sector	District	Cluster
Cecilia E. Valderama, PhD, CESE	South and West	SOUTH SECTOR: Apalit Macabebe East Macabebe West Masantol North Masantol South Minalin San Simon Sto. Tomas WEST SECTOR:	Cluster II Cluster III Cluster VI Cluster VII



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		Floridablanca East Floridablanca West Guagua East Guagua West Lubao East Lubao West Lubao North Sasmuan Sta. Rita	
Leandro C. Canlas, PhD, CESE	North and East	NORTH SECTOR: Arayat East Arayat West Bacolor North Bacolor South Magalang North Magalang South Porac East Porac West EAST SECTOR: Candaba East Candaba North Candaba West Mexico South Mexico North Mexico West San Luis Sta. Ana	Cluster I Cluster II (Porac) Cluster IV Cluster V

b. Act as Chairman of the following committees:

ASDS CECILIA E. VALDERAMA	ASDS LEANDRO C. CANLAS
<ul style="list-style-type: none"> • Human Resource Merit Promotion and Selection Board (per jurisdiction) • Program on Awards and Incentives for Service Excellence (PRAISE) Committee • Committee on Decorum and Investigation • Division Grievance Committee (South and West Districts) • Division and Research Review Committee (South and West Districts) 	<ul style="list-style-type: none"> • Bids and Award Committee (BAC) • Human Resource Merit Promotion and Selection Board (per jurisdiction) • Division PRIME-HRM • Division Grievance Committee (East and North Districts) • Division Research Review Committee (East and North Districts) • Division GAD Committee (East and North Districts)



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<ul style="list-style-type: none">• Division GAD Committee (South and West Districts)• Division	<ul style="list-style-type: none">• Division CC TWG• Division Disposal Committee
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c. Act as Vice-Chairman to the Schools Division Superintendent of the following Committees:

ASDS CECILIA E. VALDERAMA	ASDS LEANDRO C. CANLAS
<ul style="list-style-type: none">• BAC• Division Performance Review and Evaluation Committee (South and West District)• Division Committee on the Occupational Safety and Health (OSH)	<ul style="list-style-type: none">• HRMPSB• Division Performance Review and Evaluation Committee (East and North District)• Division Committee on the Occupational Safety and Health (OSH)

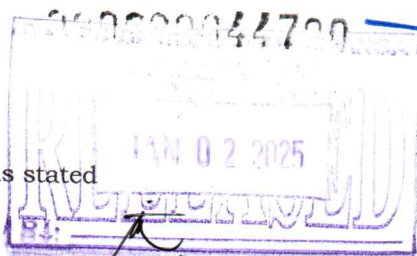
d. Oversee the operations of the following functional divisions/units/offices:

ASDS CECILIA E. VALDERAMA	ASDS LEANDRO C. CANLAS
<ul style="list-style-type: none">• SGOD• Administrative Services<ul style="list-style-type: none">▪ <i>Administrative Office</i>▪ <i>Personnel Unit</i>▪ <i>Records Unit</i>▪ <i>General Services Unit</i>• Information and Communication Technology Service• Legal Service Unit (per area of jurisdiction)	<ul style="list-style-type: none">• CID• Finance Services<ul style="list-style-type: none">▪ <i>Accounting Unit</i>▪ <i>Budget Office</i>• Administrative Services<ul style="list-style-type: none">▪ <i>Cash Unit</i>▪ <i>Property and Supply Unit</i>▪ <i>Payroll Services Unit</i>• Legal Service Unit (per area of jurisdiction)

3. This ORDER shall take effect immediately. Previous issuances inconsistent with this order are deemed repealed/revoked accordingly.

4. For information and guidance of all concerned.

Encl.: As stated



ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent



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