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

June 5, 2026

DIVISION MEMORANDUM
No. 337 , s. 2026

DELEGATION OF FUNCTIONS TO THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS AND THE OFFICER-IN-CHARGE, OFFICE OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

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 Implementing Rules and Regulations (IRR) of Republic Act No. 9155, otherwise 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 responsibility and be delegated necessary tasks to perform the duties 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
Leandro C. Canlas, PhD, CESO VI	**South**	Apalit Macabebe East Macabebe West Masantol North Masantol South Minalin San Simon Sto. Tomas	Cluster II Cluster III Cluster VI Cluster VII

Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph

	West	Floridablanca East Floridablanca West Guagua East Guagua West Lubao East Lubao West Lubao North Sasmuan Sta. Rita	
OIC - ASDS	**Sector**	**District**	**Cluster**
Mikael Sandino T. Andrey, PhD, CESE	**North**	Arayat East Arayat West Bacolor North Bacolor South Magalang North Magalang South Porac East Porac West	Cluster I Cluster II (Porac) Cluster IV Cluster V
	East	Candaba East Candaba North Candaba West Mexico South Mexico North Mexico West San Luis Sta. Ana	

b. Act as Chairperson of the following committees:

ASDS LEANDRO C. CANLAS, PhD, CESO VI	OIC-ASDS MIKAEL SANDINO T. ANDREY, PhD, CESE
• Bids and Awards Committee (BAC) • Human Resource Merit Promotion and Selection Board (per jurisdiction) • Committee on Decorum and Investigation • Division Grievance Committee (per jurisdiction) • Division Research Review Committee (per jurisdiction)	• Human Resource Merit Promotion and Selection Board (per jurisdiction) • Program on Awards and Incentives for Service Excellence (PRAISE) Committee • Division PRIME-HRM Committee • Division Grievance Committee (per jurisdiction) • Division Research Review

Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph

• Division GAD Committee (per jurisdiction) • Division DCART • Division Disposal Committee	Committee (per jurisdiction) • Division GAD Committee (per jurisdiction)

c. Act as Vice-Chairperson to the Schools Division Superintendent in the following committees:

ASDS LEANDRO C. CANLAS, PhD, CESO VI	OIC-ASDS MIKAEL SANDINO T. ANDREY, PhD, CESE
• Division Performance Review and Evaluation Committee (South and West Districts) • Division Committee on the Occupational Safety and Health (OSH)	• Bids and Awards Committee (BAC) • Division Performance Review and Evaluation Committee (East and North Districts) • Division Committee on the Occupational Safety and Health (OSH)

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

ASDS LEANDRO C. CANLAS, PhD, CESO VI	OIC-ASDS MIKAEL SANDINO T. ANDREY, PhD, CESE
• **SGOD** • **Administrative Services** ▪ *Administrative Office* ▪ *Personnel Unit* ▪ *Records Unit* ▪ *General Services Unit* ▪ *Procurement Unit* ▪ *Cash Unit* ▪ *Property and Supply Unit* ▪ *Payroll Services Unit* • **Finance Services** ▪ *Accounting Unit* ▪ *Budget Office* • **Information and Communication Technology Service** (per jurisdiction) • **Legal Service Unit** (per jurisdiction)	• **CID** • **Information and Communication Technology Service** (per jurisdiction) • **Legal Service Unit** (per jurisdiction)

Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph

3. This Memorandum shall take effect immediately. Previous issuances inconsistent with this Memorandum are hereby repealed, amended, or modified accordingly.

4. For information and guidance of all concerned.

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

AOAS/06-035-2026

JUN 08 2026

Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph