



Republic of the Philippines  
**Department of Education**  
Region I  
Schools Division Office  
San Carlos City, Pangasinan



DIVISION MEMORANDUM

D.M. 2024 - 027

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
CHIEFS – CID & SGOD  
PUBLIC SCHOOL DISTRICT SUPERVISORS  
UNIT HEADS  
ELEMENTARY AND SECONDARY SCHOOL HEADS  
ALL OTHERS CONCERNED

FROM: *SAPrimicias*  
SHEILA MARIE A. PRIMICIAS, EdD, CESO VI  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

SUBJECT: Reiteration of Section 13 (c) of the Omnibus Rules on Appointments and  
Other Human Resource Actions (ORAOHRA) of the Civil Service  
Commission



Date: 29 January 2024

1. Civil Service Commission Resolution No. 1800692 dated 3 July 2018 laid down the guidelines on appointments and other human resource actions, including therewith is the guidelines on human resource action on designation;
2. Designation is the *'movement that involves an imposition of additional and/or higher duties to be performed by a public official/employee which is temporary and can be terminated at any time at the pleasure of the appointing officer/authority.'* Xxx
3. In relation to this, and as explicitly indicated in the above-stated Civil Service Resolution, Section 13 (c, 5), designations in the Schools Division Office and the schools for additional and/or higher duties, such as designation as Officer in Charge in a specific unit and/or function among others, shall be made through an Office Order duly signed by the Schools Division Superintendent only as the appointing officer/authority in the office;
4. This is for the information and compliance of all.



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