MEMORANDUM TO:

Chief Education Supervisors – CID and SGOD
Elementary and Secondary School Principals
Officers-In-Charge
Public Schools
All Concerned

THIRD LEVEL DESIGNATIONS

Please see attached Memorandum from Department of Education - Central Office, entitled DIRECTIVE ON ADDRESSING OFFICERS IN-CHARGE DESIGNATED BY THE SECRETARY TO OFFICES OF THIRD LEVEL POSITIONS, contents of which is self-explanatory.

Particular attention is invited to No. 4, which states the appropriate manner of addressing Officers In-Charge.

Immediate and wide dissemination is highly enjoined.

JOEL T. TORRECAMPO
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent
MEMORANDUM to -

Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Divisions Superintendents
Division Chiefs and Unit Heads
All Others Concerned

DIRECTIVE ON ADDRESSING OFFICERS-IN-CHARGE DESIGNATED BY THE SECRETARY TO OFFICES OF THIRD LEVEL POSITIONS

1. The undersigned issues this directive to all officials and employees of the Department of Education (DepEd) regarding the appropriate manner of addressing Officers-in-Charge (OICs) designated by the Secretary to offices of Third Level positions requiring appointment by the President.

2. All are enjoined to refrain from addressing them as OIC-Undersecretary, OIC-Assistant Secretary, OIC-Director, OIC-Assistant Director, OIC-Schools Division Superintendent, or OIC-Assistant Schools Division. The Office of the President has reminded the Department that addressing them in such manner may create an impression that a corresponding appointment or designation has been made by the President.

3. Similarly, OICs designated to occupy offices of Third Level Officials shall not be addressed as Undersecretaries, Assistant Secretaries, Directors, Assistant Directors, Schools Division Superintendents, or Assistant Schools Division Superintendents. Such manner of addressing third level officials shall only be used after issuance of appointment papers from the Office of the President.

4. As a guide, the following is the appropriate manner of addressing OICs designated by the Secretary:

NAME OF OFFICIAL
Position of original appointment (e.g. Assistant Secretary/Director IV/Director III) Officer-In-Charge, Office of the (e.g. Undersecretary/Assistant Secretary/Director IV)

5. Immediate dissemination of this Memorandum is desired.

LEONOR MAGTOLIS BRIONES
Secretary

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