



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

July 16, 2025

DIVISION MEMORANDUM

OSDS-2025-485

**IMPLEMENTATION OF SCHOOLS DIVISION OFFICE
SUCCESSION MATRIX**

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads/Principals/TIC
OSDS Section Heads
All Others Concerned

1. In pursuit of our mandate to deliver quality basic education, and in full compliance with the principles of Republic Act No. 11032, otherwise known as the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018*, this Office emphasizes the paramount importance of ensuring the uninterrupted, timely, responsive, and cost-effective delivery of educational support services.

2. To uphold this standard, the following succession matrix shall be implemented effective immediately in instances when concerned officials are on official travel, approved leave of absence, or attending official activities outside the office, to wit:

| Order of Succession | Office of the Schools Division Superintendent | School Governance and Operations Division | Curriculum Implementation Division |
|---------------------|---|---|---------------------------------------|
| | Jay S. Montealto, CESO VI OIC-SDS | Sherlito E. Sagapsapan CES, SGOD | Vicente Jose V. Suarez II CES, CID |
| 1 st | Aurelio A. Santisas, CESE ASDS | Noel P. Mangubat EPS - I | Marlyn E. Esmade EPS - I |
| 2 nd | Sherlito E. Sagapsapan, CES, SGOD | Nueva A. Andag SEPS | Bobbie E. Gurabot EPS - I |
| 3 rd | Vicente Jose V. Suarez II CES, CID | Michelle V. Torres SEPS | Ma. Perga A. Cadiente EPS - I |



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| Order of Succession | Budget Section | Accounting Section | Administrative Services/GSO Section |
|---------------------|---|--------------------------------------|--|
| | Rosa Belinda P. Gemperoso Administrative Officer V | Olga P. Miranda Accountant III | Geordito T. Olario Administrative Officer V |
| 1 st | April Mae A. Calacat ADAS II | Jesusza Mari B. Acopiado ADAS III | Jidelle G. Garcia Administrative Officer IV |
| 2 nd | | | Sheendy P. Gallemmit ADAS III |

| Order of Succession | Personnel/Payroll Section | Records Section | Cash Section |
|---------------------|---|--|---|
| | Amythyst Faith O. Diao Administrative Officer IV | Cynthia O. Dalman Administrative Officer IV | Nancy F. Tangcalagan Administrative Officer IV |
| 1 st | Arni G. Jauculan Administrative Officer II | Cherry Maih E. Abellon ADAS II | May Ann B. Laput ADA VI |

| Order of Succession | Supply Section | Planning/Research | Human Resource Development |
|---------------------|--|--|--|
| | Jidelle G. Garcia Administrative Officer IV | Anthon John S. Soriano Planning Officer III | Michelle V. Torres SEPS |
| 1 st | Arni G. Jauculan Administrative Officer II | Vicente Ramon V. Suarez II EPS - II | Vicente Ramon V. Suarez II EPS - II |

| Order of Succession | SMME | DRRM | Social Mobilization |
|---------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| | Nueva A. Andag SEPS | Jonathan D. Reluya PDO - II | Johann Andrei A. Ladera EPS - II |
| 1 st | Johann Andrei A. Ladera EPS - II | Johann Andrei A. Ladera EPS - II | Jonathan D. Reluya PDO - II |

| Order of Succession | Educational Facilities | School Health and Nutrition | Youth Formation |
|---------------------|--|--|-------------------------------------|
| | Anjie C. Rabe Division Engineer (COS) | Dr. Roderick M. Hamsirani Medical Officer III | Danilo M. Santiago PDO - I |
| 1 st | Noel P. Mangubat EPS - I | Dr. Glenn E. Mohametano Dentist - II | Johann Andrei A. Ladera EPS - II |

3. The designated alternates shall be responsible for ensuring continuous office operations and for acting on routine matters. Any complex or policy-level concerns shall be referred directly to the Schools Division Superintendent for proper resolution.



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4. Immediate and wide dissemination of this Memorandum is desired.

JAY S. MONTEALTO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

