

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- 455

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

- 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 costeffective delivery of educational support services.
- To uphold this standard, the following succession matrix shall be implemented 2. 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	Sherlito E. Sagapsapan	Vicente Jose V. Suarez II
	OIC-SDS	CES, SGOD	CES, CID
1st	Aurelio A. Santisas, CESE	Noel P. Mangubat	Marlyn E. Esmade
	ASDS	EPS - I	EPS - I
2 nd	Sherlito E. Sagapsapan,	Nueva A. Andag	Bobbie E. Gurabot
	CES, SGOD	SEPS	EPS - I
3 rd	Vicente Jose V. Suarez II	Michelle V. Torres	Ma. Perga A. Cadiente
	CES, CID	SEPS	EPS - I





















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

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

Order of Succession	Supply Section	Planning/Research	Human Resource Development
	Jidelle G. Garcia	Anthon John S. Soriano	Michelle V. Torres
	Administrative Officer IV	Planning Officer III	SEPS
1st	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	Jonathan D. Reluya	Johann Andrei A. Ladera
	SEPS	PDO - II	EPS - II
1st	Johann Andrei A. Ladera	Johann Andrei A. Ladera	Jonathan D. Reluya
	EPS - II	EPS - II	PDO - II

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

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.



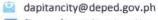


















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Immediate and wide dissemination of this Memorandum is desired.

Assistant Schools Division Superintendent

Officer-In-Charge Office of the Schools Division Superintendent











