

**[ DECS ORDER NO. 4, S. 2001, January 19, 2001 ]**

**FURTHER REVISION ON THE DELEGATION OF AUTHORITY TO  
THE REGIONAL DIRECTORS AND SCHOOLS DIVISION  
SUPERINTENDENTS**

1. In line with the decentralization of personnel management functions, the authority of the Regional Directors and Schools Division Superintendents on certain personnel management functions are hereby further revised as follows:

a. The Regional Directors are hereby authorized:

1. To approve the appointments, promotions, reemployment, reappointment, renewal, reassignments, reinstatements, details and secondment of the following personnel:

— Those in the regional office occupying Level I and II positions or for appointment to these positions;

— Those assigned to organizational units and schools performing regional functions such as the Regional Science High Schools and the Regional Learning Materials Centers (RLMCs); and

— Those occupying Principal III and IV positions or for appointment to these positions.

(See Annex 1 for listing of positions)

2. To approve requests for study, vacation, sick, maternity, paternity, special leaves, and terminal leaves of the above mentioned personnel with or without pay;

3. To approve resignations and dropping from the rolls of the abovementioned personnel; and

4. To process requests for reclassification, upgrading and conversion of positions and other related matters in the region and the concerned division offices.

b. The Schools Division Superintendents are hereby authorized:

1. To approve appointments, promotions, transfers, reemployment, reappointments, reinstatements, renewal, reassignments, details, and secondment of teachers and personnel of the schools division occupying Levels I and II positions or for appointment to these positions, except Principals III and IV. (See Annex 2 for listing of positions).