



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

June 15, 2023

DIVISION MEMORANDUM

No. 174, s. 2023

**DESIGNATION OF ARNULFO ANSELM C. HORTIZ AS OFFICER IN-CHARGE OF
THE HUMAN RESOURCE AND DEVELOPMENT UNIT**

To: Assistant Schools Division Superintendent
Chief Education Supervisor
SDO Section/Unit Heads
Elementary and Secondary School Heads
This Schools Division

1. In the exigency of service and in addition to his function as Education Program Supervisor for the School Governance and Operations Division (SGOD), this office is hereby designating **ARNULFO ANSELM C. HORTIZ** as Officer In-Charge of the Human Resource and Development Unit (HRD), effective July 27 to August 10, 2023 or until the Senior Education Program Specialist in-charge of HRD reports back to her station.
2. This designation carries with it the authority and responsibilities stated in the Terms of Reference (see Enclosure) but without additional remuneration.
3. For your information and guidance.


ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent

Encl: As stated
References: None

To be indicated in the Perpetual Index
Under the following subjects:

ASSIGNMENT/REASSIGNMENT

OSDS/ abgj/ ebe



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(Enclosure to the Division Memorandum No. 174, s. 2023)

TERMS OF REFERENCE

DESIGNATION	DUTIES AND RESPONSIBILITIES
In-Charge of HRD, SGOD	<ul style="list-style-type: none">• Takes care of routinary activities in the Human Resource Development• Opening official documents and referring them to the SEPS-HRD/CES-SGOD• Represent the SEPS – HRD in the Division, Community, School and other agencies.

Please be guided accordingly.

Approved:

ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent

Conforme:

ARNULFO ANSELM C. HORTIZ
Education Program Supervisor



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