



Republic of the Philippines
Department of Education
 Region 1

SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)

DIVISION MEMORANDUM

DM No. 238, s. 2025

MAY 05 2025

To : **THEA ZONETTE S. MEDRANO**
 Head Teacher III

From : **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

Subject : **Designation as OIC-Education Program Supervisor
 Curriculum Implementation Division**

Date : May 05, 2025

PARTICULARS

In view of the exigency of service, you are hereby designated as OIC-Education Program Supervisor in charge of Technology and Livelihood Education (TLE) in a concurrent capacity, effective immediately.

The designation is temporary and may be terminated at any time by the undersigned for the good of the service.

SHEILA MARIE A. PRIMICIAS, CESO VI
 Schools Division Superintendent



Address : Tanqui, City of San Fernando
 2500 La Union
 Tel. No. : (072) 607-4715
 Email : sanfernando.city1@deped.gov.ph

"Sa Matatag na Panuntunan, Serbisyong Tapat Maaasahan"

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**Republic of the Philippines
Department of Education**

REGION I
SCHOOLS DIVISION OFFICE OF CITY OF SAN FERNANDO (LA UNION)
Tanqui, City of San Fernando, La Union
Telefax : (072) 607 - 4715 Email Address : sanfernando.city1@deped.gov.ph

May 2, 2025

OFFICE OF THE REGIONAL ELECTION DIRECTOR
COMELEC Regional Office I
City of San Fernando, La Union

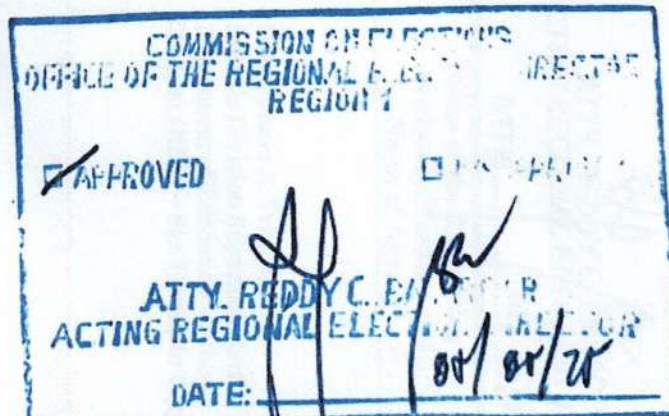
Sir:

Respectfully submitting the application for request for Authority to Transfer/Detail
Officers or Employees in the Civil Service, this division, for approval

Thank you

Very truly yours,


SHEILA MARIE A. PRIMICIAS, EDD., CESO VI
Schools Division Superintendent



POSTED

Instructions:

1. Please fill out the required information below. File this application for request for authority, together with the word document file saved on a CD or USB drive, with the Office of the Regional Election Director concerned.
2. Applications for request for authority filed through electronic mail shall not be accepted and acted upon by the Commission.
3. Additional sheets may be used.

APPLICATION FOR REQUEST FOR AUTHORITY TO
TRANSFER OR DETAIL OFFICERS OR EMPLOYEES
IN THE CIVIL SERVICE

For the May 12, 2025 National and Local Elections (NLE) and BARM Parliamentary Elections (BPE)

| Name of the Civil Service Employee | Present Station | Transferred Station | Justification for the Transfer or Detail | Name of the Requesting Authority, Position and Name of Agency |
|------------------------------------|-----------------------------|--|--|---|
| THEA ZONETTE S. MEDRANO | Cadacalan Elementary School | Schools Division Office - Curriculum and Implementation Division | <ul style="list-style-type: none">• To be assigned as the Officer-in-Charge of the vacated Education Program Supervisor in charge of TLE.• To provide targeted supervision to ensure effective program implementation• To serve as a point person for addressing issues, providing guidance, and supporting both students and teachers in the various TLE areas.• Said appointment will not in any manner influence/relevant to the conduct of the 2025 NLE | Sheila Marie A. Primicias Schools Division Superintendent Department of Education - Schools Division Office - San Fernando City |

CERTIFICATION

I, SHEILA MARIE A. PRIMICIAS of Department of Education - Schools Division Office - San Fernando City, La Union, hereby CERTIFY as follows:

- 1) that the request is essential to the proper functioning of the office and shall not in any manner influence the conduct of the May 12, 2025 NLE and BPE;
- 2) that the request shall not involve promotion or the giving of salary increases, remuneration or privilege, which is strictly prohibited without any exception during the period of forty-five (45) days before the conduct of elections;
- 3) that this authorization shall be prospective in application and without prejudice to the applicable Civil Service Law, rules and regulations on personnel actions / movements.

Prepared and submitted by:

SHEILA MARIE A. PRIMICIAS, EDD, CESO VI
Schools Division Superintendent
Position & Name of Agency: Department of Education - Schools Division Office - San Fernando City, La Union
Date: May 2, 2025

COMMISSIONER/EXECUTIVE DIRECTOR
OFFICE OF THE REGIONAL ELECTION DIRECTOR
DATE: May 2, 2025 or 05/02/25
APPROVED ☒ DISAPPROVED ☐
ATTY. HEDDY C. BARRERA
ACTING REGIONAL ELECTION DIRECTOR