



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY



23 Jun 2025

DIVISION MEMORANDUM

No. 236, s. 2025

**DESIGNATION AS OFFICER-IN-CHARGE OF THE OFFICE OF THE SCHOOLS
DIVISION SUPERINTENDENT**

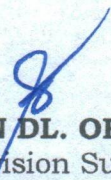
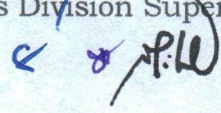
TO: Asst. Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
EPSs and PSDSs
Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to the provisions of the Republic Act No. 11032 otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 and its Implementing Rules and Regulations, this office designates **Officer-In-Charge** for continuous delivery of basic education services when the Schools Division Superintendent is on official travel, official leave or attending urgent or critical concerns.
2. Below is the order of authorized Officer-In-Charge.

	NAME	DESIGNATION
1	Edenia O. Libranda	Assistant Schools Division Superintendent
2	Atty. Ana Karmela S. Amante-Vergara	Attorney III
3	Benjie C. Rivera	Administrative Officer V
4	Epifania F. Carandang	SGOD Chief
5	Myla K. Mendiola	EPS – OIC- CID Chief

3. The abovementioned personnel are authorized to sign official communications and documents, direct requests from the field to the appropriate unit except for CSC appointments, finance-related transactions and other key documents that require the undersigned's exclusive approval.

4. Immediate dissemination of this Memorandum is desired.


SUSAN D.L. ORIBIANA
Schools Division Superintendent


OSDS/PER / GMH / DM - DESIGNATION AS OFFICER-IN-CHARGE OF THE OFFICE OF THE SCHOOLS
052 / 06/23/2025 DIVISION SUPERINTENDENT



REPUBLIC OF THE PHILIPPINES
Congress of the Philippines
Metro Manila

Seventeenth Congress
Second Regular Session

Begun and held in Metro Manila, on Monday, the twenty-fourth day of July, two thousand seventeen.

REPUBLIC ACT No. 11032

AN ACT PROMOTING EASE OF DOING BUSINESS AND EFFICIENT DELIVERY OF GOVERNMENT SERVICES, AMENDING FOR THE PURPOSE REPUBLIC ACT NO. 9485, OTHERWISE KNOWN AS THE ANTI-RED TAPE ACT OF 2007, AND FOR OTHER PURPOSES

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

Section 1. Section 1 of Republic Act No. 9485, otherwise known as the "Anti-Red Tape Act of 2007", is hereby amended to read as follows:

"Sec. 1. *Short Title.* – This Act shall be known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018"

Section 2. Section 2 of the same Act is hereby amended to read as follows:

"Sec. 2. *Declaration of Policy.* – It is hereby declared the policy of the State to promote integrity, accountability, proper management of public affairs and public property as well as to establish effective practices, aimed at efficient turnaround of the delivery of government services and the prevention of graft and corruption in government. Towards this end, the State shall maintain honesty and responsibility among its public officials and employees, and shall take appropriate measures to promote transparency in each agency with regard to the manner of transacting with the public, which shall encompass a program for the adoption of simplified requirements and procedures that will reduce red tape and expedite business and nonbusiness related transactions in government."

Section 3. Section 3 of the same Act is hereby amended to read as follows:

"Sec. 3. *Coverage.* – This Act shall apply to all government offices and agencies including local government units (LGUs), government-owned or controlled corporations and other government instrumentalities, whether located in the Philippines or abroad, that provide services covering business and nonbusiness related transactions as defined in this Act."

Section 4. Section 4 of the same Act is hereby amended to read as follows:

"Sec. 4. *Definition of Terms.* – As used in this Act, the following terms are defined as follows:

"(a) *Action* refers to the written approval or disapproval made by a government office or agency on the application or request submitted by an applicant or requesting party for processing;

"(b) *Business One Stop Shop (BOSS)* – a single common site or location, or a single online website or portal designated for the Business Permit and Licensing System (BPLS) of an LGU to receive and process applications, receive payments, and issue approved licenses, clearances, permits, or authorizations;

"(c) *Business-related transactions* – a set of regulatory requirements that a business entity must comply with to engage, operate or continue to operate a business, such as, but not limited to, collection or preparation of a number of documents, submission to national and local government authorities, approval of application submitted, and receipt of a formal certificate or certificates, permits, licenses which include primary and secondary, clearances and such similar authorization or documents which confer eligibility to operate or continue to operate as a legitimate business;

"(d) *Complex transactions* – applications or requests submitted by applicants or requesting parties of a government office which necessitate evaluation in the resolution of complicated issues by an officer or employee of said government office, such transactions to be determined by the office concerned;