



Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

16 September 2022

OFFICE ORDER
OO-OSEC-2022-059

**DESIGNATION OF MS. JOY MYRA S. TAMBUNTING AS THE DEPED CENTRAL
OFFICE MANAGER**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
All Others Concerned

1. In the exigency of the service and to ensure the continuous and effective delivery of services, **Ms. Joy Myra S. Tambunting**, Executive Assistant IV under the Office of the Secretary is hereby designated as the **Department of Education (DepEd) Central Office Manager**.
2. This is pursuant to Section 7 (8), Chapter 2, Book IV, Executive Office No. 292 instituting the Administrative Code of 1987, which provides that the Secretary has the power and function to delegate authority to officers and employees under her direction in accordance with the Code.
3. The scope of Ms. Tambunting's designation as the DepEd Central Office Manager includes, but not limited to, the following:
 - a. Repair and Maintenance of Central Office Buildings;
 - b. Cleanliness and Greening of Indoors and Outdoors;
 - c. Operationalization of Auditorium;
 - d. Central Office Internet Connectivity; and
 - e. CO Personnel Wellness.
4. This Order takes effect upon its issuance and shall remain effective until rescinded or revised.
5. Immediate dissemination of this Order is directed.



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OO-OSEC-471159

Sara Zimmerman Duterte
SARA Z. DUTERTE
Vice President and Secretary