



Republic of the Philippines  
 Department of Education  
 Negros Island Region  
**DIVISION OF DUMAGUETECITY**  
 Dumaguete City

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 CONTROL UNIT  
 DIVISION OF DUMAGUETE CITY  
 DEPARTMENT OF EDUCATION  
 NEGROS ISLAND REGION

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**DIVISION MEMORANDUM**

December 23, 2016

**DESIGNATION AS OFFICER-IN-CHARGE**

To: Asst. Schools Division Superintendent  
 Chief Curriculum & Implementation Division  
 Chief, School Governance and Operations Division  
 Education Program Supervisors  
 Public Elementary & Secondary School Heads

1. The following are designated **Officer-In-Charge** while the concerned School Heads are on Special/Forced leave.

School	Principal	Officer-In-Charge	Dates
PHS	Mr. Luisito B. Mapue	Mr. Felixberto G. Caliguind	Dec., 27-28, 2016
SPED	Mrs. Juliet C. Soniaco	Mrs. Catalina Almenzo	Dec., 27-28, 2016
ADMES	Mrs. Zoe Menguito	Mrs. Lorrhay Faye S. Inoferio	Dec. 27, 2016
		Mrs. Pamela F. Torres	Dec. 28-29, 2016
BALES	Mr. Rogelio Abao	Mrs. Jennifer Lyn V. Relasa	Dec., 27-29, 2016
BATES	Mrs. Ester C. Tayko	Mrs. Grace M. Lobingco	Dec. 22, 2016
		Mrs. Evelyn K. Tacaldo	Dec. 23, 2016
		Mrs. Apple Dawn B. Dicen	Dec. 27, 2016
		Mrs. Rosemarie C. Balasbas	Dec. 28, 2016
		Mrs. Irene Kae A. Patrimonio	Dec. 29, 2016
CADES	Mrs. Nancy Faustorilla	Mrs. Bema D. Pis-an/ Gina Gramatica	Dec. 22, 2016
		Mrs. Elma T. Amigo/Evangelyn Aplacador	Dec. 27, 2016
		Mrs. Jocelyn P. Abuyabor/Edelyn Pinili	Dec. 28, 2016
BBJES	Mrs. Archites E. Daksla	Mrs. Miraluna o. Khu	Dec. 22, 2016
		Mrs. Catalina S. Almenzo	Dec. 23, 2016
		Mrs. Joy Loquere/Lesley Jane Ortillano	Dec. 28, 2016
		Mrs. Salome Papelleras/Ms. Caralyn Aldion	Dec. 29, 2016
		Mrs. Editha Tolomia/Virginia Albios	Dec. 29, 2016

2. As Officers-In-Charge, they will ensure that the school and public properties are safe and orderly during Christmas break and represent/perform the principals' routine functions until the school heads return to office. Issues and concerns shall be referred to this **Office** for immediate and appropriate actions through the following contact numbers (035) 421-0916 ; 225-3555 ; 225-0603; 421-0902.

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4. Immediate dissemination of and compliance with this Memorandum are desired.

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**EVANGEL M. LUMINARIAS, Ph.D., CESO V**  
 Schools Division Superintendent

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