




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

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DIVISION MEMORANDUM

April 18, 2017

DESIGNATION OF THE SCHOOL OFFICER-IN-CHARGE

To:

- Chief Curriculum & Implementation Division
- Chief, School Governance and Operations Division
- Education Program Supervisors
- Public Elementary & Secondary School Heads

1. While the School Heads are attending official functions/official business of the Department of Education's programs, projects and activities, the school shall continue its operation and manage by the following Officer-In-Charge:

School	Principal	Officer-In-Charge	Date
SCES	Mrs. Edilberta A. Calbog	Mrs. Enriquita A. Baylon	April 6-24, 2017
CALES	Mr. Julius D. Silot	Mrs. Jenie R. Musketer Mrs. Cyren L. Cruz	April 6-7, 2017 April 10-12, 2017
CADES	Mrs. Nancy N. Faustorilla	Mrs. Merlene F. Abao Mrs. Elma T. Amigo	April 6-7, 2017 April 10-12, 2017
CANDES	Mrs. Rosanna M. Marinas	Mr. Anito A. Casal	April 6-7, 10-12, 2017
ADMES	Mrs. Zoe A. Menguito	Mrs. Darlene A. Agala	April 6-12, 2017
SPED	Mrs. Bemadith S. de Jesus	Mrs. Miguelita C. Pis-an Mrs. Lelibeth N. Duran	April 5-7, 2017 April 17-21, 2017
HFGMES	Mrs. Edeltrudes B. Dales	Mrs. Gena P. Quibal	April 7, 10-12, 2017
BBJES	Mrs. Archites E. Daksla	Mrs. Editha f. Tolomia Mrs. Salome L. Papelleras Mrs. April Joy Tamara Mrs. Mira Luna O. Khu	April 6, 2017 April 7, 2017 April 10, 2017a April 11-12, 2017
HFGMHS	Mr. Cladio A. Sun	Mrs. Rafaelita J. Tejeros Mrs. Luzviminda A. Baldovi Mrs. Jeanette P. Vergara Mrs. Edna Belle M. Calunod Mrs. Christy Eve. S. Sienes	April 17-18, 2017 April 19-20, 2017 April 21 & 24, 2017 April 25-26, 2017 April 27-28, 2017

2. As Officers-In-Charge, they will assume routinary functions relative to school management and operation except for matters with financial consideration until the School Heads return to Office. Major 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 (Attn: Dr. Nelson A. Caday, Chief-SGOD).

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

for the SDS:

DR. EVANGEL M. LUMINARIAS, CESO V
 Schools Division Superintendent

[Signature]
NERI C. OCASTRO, Ed.D., CESE
 Asst. Schools Division Superintendent
 Officer-In-Charge

nac/sgod