



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

RELEASED	
CONTROL NO.	433
RELEASED BY	elt
DATE RELEASED	MAY 10 2017
TIME RELEASED	
RECEIVED BY	

DIVISION MEMORANDUM

May 9, 2017

DESIGNATION OF SCHOOL OFFICER-IN-CHARGE

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

1. In view of the Personal Leave of Absence and attendance of school heads to Official Business (functions /seminars), the following teachers are designated Officer-In-Charge of the respective schools:

School	Principal	Officer-In-Charge	Date
NCES	Mrs. Julita D. Olasiman	Mr. Renato R. Mondejar	May 4, 2017
WCSES	Mrs. Edna Y. Bato	Mrs. Cristy T. Tomaquin	May 1-7, 2017
SPED	Mrs. Bernadith S. De Jesus	Mrs. Mrs. Lelibeth N. Duran	May 8-9, 2017
		Mrs. Juliet C. Sonjaco	May 10-12, 2017

2. As Officers-In-Charge (OIC), they will ensure the smooth conduct of school operation and management 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 hotlines (035) 421-0916; 225-3555 ; 225-0603; 421-0902 (Attn: Dr. Nelson A. Caday).
3. Immediate dissemination of and compliance with this Memorandum are desired.


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

