



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



DIVISION MEMORANDUM

October 3, 2017

DESIGNATION OF SCHOOLS' 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 attendance of school heads to seminars on Financial Management Operation Manual and Revision of SIP and Alignment of Budget at Plaza Maria Luisa Suites Inn on Sept. 25-29, 2017, the following teachers are designated Officer-In-Charge of the respective schools to wit:

School	Principal	Officer-In-Charge	Date
CAMES	Mr. Noel L. Bayno	Dr. Alejandra V. Miramon	Sept. 27-29, 2017
CADES	Mrs. Nancy N. Faustorilla	Mrs. Lirio Ablong	Sept. 25-26, 2017 Sept. 27-29, 2017
ADMES	Mr. Zoe A. Menguito	Mrs. Darlene A. Agala	Sept. 25-26, 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.

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

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

[Handwritten initials]