



DIVISION MEMORANDUM

October 23, 2017

DESIGNATION OF THE SCHOOLS' 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
All Others Concerned

1. In view of the School Heads Seminars attended/Personal leave of absence, the following are designated as Officer-In-Charge:

School	Principal	Officer-In-Charge	Date
RTPM-DSHS	Mrs. Ma. Gina S. Anqui	Dr. Jessa Christine E. Umbac	October 12, 2017
JES	Mrs. Eudes L. Beltran	Mrs. Carlita May W. Mendoza	October 9-11, 2017
WCECLC	Mrs. Bernadith S. De Jesus	Mrs. Miguelita C. Pis-an	October 9-13, 2017
WCECLC	Mrs. Sofia A. Tundag	Mrs. Miguelita C. Pis-an	October 10-13, 2017
RTPM-DSHS	Mrs. Ma. Gina S. Anqui	Dr. Jessa Christine E. Umbac	October 14-17, 2017
BALES	Mr. Rogelio Abao, Jr.	Mrs. Ananias N. Busico	October 16-18, 2017
CALES	Mrs. Edilberta A. Calbog	Ms. Raquel Tasic	October 19, 2017
HIFGMHS	Mr. Claudio A. Sun	Mrs. Rafaelita J. Tejeros	October 19, 2017
BBJBES	Mrs. Nancy N. Faustorilla	Mrs. Salome Papelleras	October 17-19, 2017
CAMES	Mr. Mrs. Gemma Cherpie Teves	Mr. Christopher Rolly P. Aday	October 17-19, 2017
WCECLC	Mrs. Sofia A. Tundag	Mrs. Felsie Q. Severino	October 18-20, 2017
ADMES	Mrs. Archites E. Daksla	Mrs. Darlene A. Agala	October 23-27, 2017
HFGMHS	Mr. Claudio A. Sun	Mrs. Rafaelita J. Tejeros Mrs. Aileen A. Zamora Mrs. Gina M. Piñero Mrs. Divina E. Bongcasan	October 23, 2017 October 24, 2017 October 25, 2017 October 26-27, 2017
BBJBES	Mrs. Nancy N. Faustorilla	Lesley Jane Ortillano and April Joy Tamarra Virginia T. Albios and Juvi Misamis Lesley Jane Ortillano and April Joy L. Tamarra Mira Luna Khu	October 23, 2017 October 24, 2017 October 25, 2017 October 26-27, 2017
CANDES	Mrs. Rosanna M. Mariñas	Brian T. Samonte Juna B. Tupag	October 23-25, 2017 October 26-27, 2017
PHS	Mr. Luisito B. Mapue	Mrs. Arlyn D. Eullaran Mrs. Marie Fe F. Gallardo Mr. Esperidion M. Ferrolino Jr. Mrs. Ruth T. Carlon	October 23, 2017 October 26, 2017 October 27, 2017 October 28, 2017
CADES	Mrs. Edna Y. Bato	Mrs. Lerio Ablong Mrs. Elma T. Amigo Mrs. Jocelyn Abuyabor Mrs. Gina B. Gramatica	October 23-24, 2017 October 25, 2017 October 26, 2017 October 27, 2017

2. As Officers-In-Charge, they shall assume routine 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.

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

for nrb

EML/nac/sgod