




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

**RELEASED**

CONTROL NO. : 1186  
 RELEASED BY : *elt*  
 DATE RELEASED : NOV 16 2017  
 TIME RELEASED :  
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**DIVISION MEMORANDUM**

November 16, 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, the following are designated as Officer-In-Charge:

School	Principal	Officer-In-Charge	Date
RTPM-DSHS	Mrs. Ma. Gina S. Anqui	Mr. Ryan Nove C. Huang Mrs. Ferrera E. Oira Mrs. Merlinda C. Favor	November 12-14, 2017 November 15-17, 2017 <i>gpc</i> November 20-26, 2017
HFGMHS	Mr. Claudio A. Sun, Jr.	Mrs. Divina E. Bongcasan Ms. Gina M. Piñero Ms. Rafaelita J. Tejeros Ms. Aileen A. Zamora Ms. Christy Eve S. Siene	November 13, 2017 November 14, 2017 November 15, 2017 November 16, 2017 November 17, 2017
WCECLC	Mrs. Sofia A. Tundag	Mrs. Lelibeth N. Duran	November 13-18, 2017

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

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

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