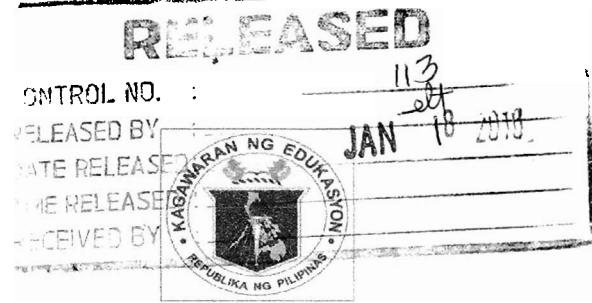




Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF DUMAGUETECITY
Dumaguete City



DIVISION MEMORANDUM

January 17, 2018

DESIGNATION OF THE SCHOOL'S OFFICER-IN-CHARGE

To: Assistant 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 Head who will be attending the Orientation of Supervisors and Training of Trainers on the Utilization of Multi-Factored Assessment Tools (MFAT) and will be on personal leave on January 29, 2018, you are hereby designated as Officer-In-Charge:

School	Principal	Officer-In-Charge	Date
WCSES	Mrs. Bernadith S. De Jesus	Mrs. Joan C. Lumusad	January 22-24, 2018 January 29, 2018

2. As Officer-In-Charge, you shall assume routinary functions relative to school management and operation except for matters with financial consideration until the School Head 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 desire


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

EML/nac/sgod



Republic of the Philippines
Department of Education
 Region VII, Central Visayas
DIVISION OF DUMAGUETECITY
 Dumaguete City

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DIVISION MEMORANDUM

January 17, 2018

DESIGNATION OF THE SCHOOL'S OFFICER-IN-CHARGE

To: Assistant Schools Division Superintendent
 Chief Curriculum & Implementation Division
 Chief, School Governance and Operations Division
 Education Program Supervisors
 Public Elementary & Secondary School Heads
 All Others Concerned

- In view of the School Head who is on sick leave, you are hereby designated as Officer-In-Charge:

School	Principals	Officer-In-Charge	Date
Taclobo High school	Mrs. Maritza S. Ributaso	Mrs. Victoria O. Superal	January 15 – 17, 2018

- As Officer-In-Charge, you shall assume routinary functions relative to school management and operation except for matters with financial consideration until the School Head 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).
- Immediate dissemination of and compliance with this Memorandum are desire



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

EML/nac/sgod



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF DUMAGUETECITY
Dumaguete City

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DIVISION MEMORANDUM

January 15, 2018

DESIGNATION OF SCHOOL OFFICER-IN-CHARGE

To: **MRS. AILEEN A. ZAMORA**
SST 1
HFGMHS
Banilad, Dumaguete City

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1. In view of the Coordination Meeting of the Regional Screening and Accreditation Committee to be attended by Mr. Claudio Sun, HT 1 of HFGMHS on Monday, January 15, 2018, you are hereby designated Officer-in-Charge of the school on January 15, 2018.
 2. As Officers-In-Charge (OIC), you will ensure the smooth conduct of school operation and management until the School Head returns 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

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