



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

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DIVISION MEMORANDUM

September 15, 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 Revisiting SIP/AIP/PPMP/APP and Orientation Workshop and Fiscal Operations Manual Training 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
CCES	Mrs. Lilebeth P. Estrosos	Mrs. Rosalie a. Lariosa	Sept. 25-26, 2017
JES	Mrs. Eudes L. Beltran	Mr. Rolando Oira Mr. Carlos Elmor C. Dolar	Sept. 25-26, 2017 Sept. 27-29, 2017
SPED	Mrs. Bernadith S. De Jesus	Mrs. Mrs. Lelibeth N. Duran	
MMES	Mrs. Gemma CherryPie A. Teves	Mrs. Ma. Glenn V. Moreno	Sept. 25-29, 2017
CANDES	Mrs. Rosanna M. Marinas	Mrs. Lolita O. Dagooc	Sept. 25-29, 2017
BALES	Mr. Rogelio B. Abao, Jr.	Mr. Anito A. Casal	Sept. 25-26, 2017
HFGMHS	Mr. Claudio a. Sun	Mrs. Aileen A. Zamora Ms. Jeanette P. Vergarra Mrs. Gina Pintero Mrs. Divina E. Bongcasan Mrs. Edna Belle M. Calunod	Sept. 25, 2017 Sept. 26, 2017 Sept. 27, 2017 Sept. 28, 2017 Sept. 29, 2017
HFGMES	Mrs. Edeltrudes B. Dales	Mrs. Gena P. Quibal	Sept. 25-29, 2017
TNHS	Mrs. Maritza S. Ributaso	Mrs. Victoria O. Superal	Sept. 25-26, 2017
RTPM-DCHS	Mrs. Ma. Gina S. Anqui	Mr. Melchor E. Amorin	September 25-26, 2017
WCECLC	Mrs. Bernadith S. De Jesus	Mrs. Lelibeth N. Duran	September 25-29, 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
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