



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

RELEASED
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KAGAMARAN NG EDUKASYON
REPUBLIKA NG PILIPINAS

DIVISION MEMORANDUM

November 21, 2017

DESIGNATION OF THE SCHOOL'S OFFICER-IN-CHARGE

To: 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 as member of the DSAC, you are designated as Officer-In-Charge:

School	Principal	Officer-In-Charge	Date
CAMES	Mrs. Gemma Cherrypie A. Teves	Dr. Alejandra V. Miramon	November 21-23, 2017

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 desired.

For the SDS:

EVANGEL M. LUMINARIAS, Ph.D., CESO V