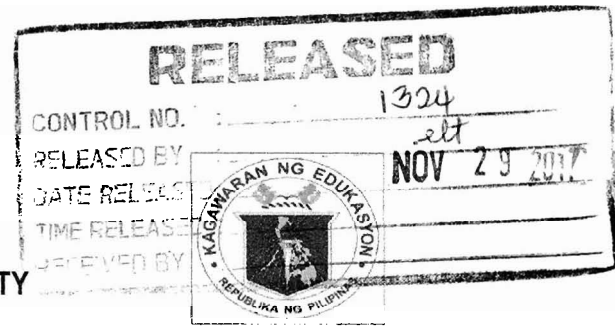




Republic of the Philippines  
**Department of Education**  
Negros Island Region  
**DIVISION OF DUMAGUETECITY**  
Dumaguete City



## DIVISION MEMORANDUM

November 28, 2017

### DESIGNATION OF THE SCHOOL'S 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 Head who will be at the Convergence Zone as member of the DSAC and will attend the Re:Orientation Seminar Workshop on the Policy and Guidelines for the Comprehensive Water, Sanitation and Hygiene in School (WINS) Program, you are hereby designated as Officer-In-Charge:

School	Principal	Officer-In-Charge	Date
CAMES	Gemma Cherrypie A. Teves	Christopher Rolly P. Aday	Nov. 27 PM -28, 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.

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

EML/nac/sgod