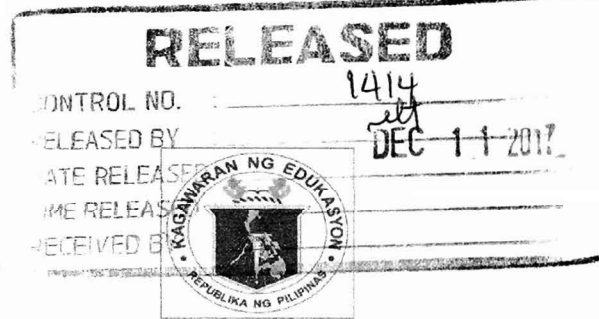




Republic of the Philippines  
**Department of Education**  
 Region VII, Central Visayas  
**DIVISION OF DUMAGUETECITY**  
 Dumaguete City



**DIVISION MEMORANDUM**

December 11, 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 attending the Regional Rollout of the School Heads Development Program (SHDP) Foundation Course Module 3 at DepEd, Ecotech, Cebu City, you are hereby designated as Officer-In-Charge:

School	Principal	Officer-In-Charge	Date
WCECLC	Sofia A. Tundag	Mrs. Mrs. Juliet Sonjaco	December 10-16, 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.

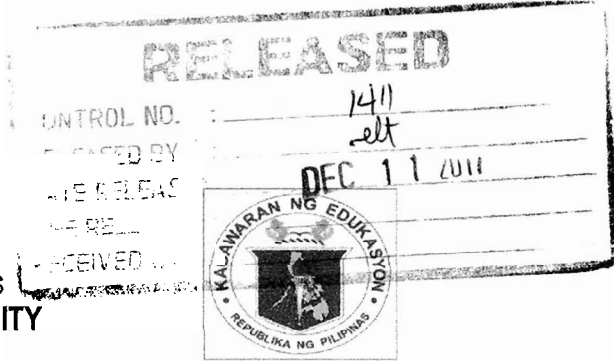
For the Schools Division Superintendent:

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

**NERI C. OJASTRO, Ed.,D., CESE**  
 Assistant Schools Division Superintendent  
 Officer-In-Charge



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**DIVISION MEMORANDUM**

December 11, 2017

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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 attending official functions/business of the Department of Education's Programs and Projects Activities and/School Heads Development Program (SHDP) Module 3, you are hereby designated as Officer-In-Charge:

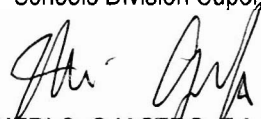
School	Principal	Officer-In-Charge	Date
HFGMHS	Claudio A. Sun, Jr.	Mrs. Divina E. Bongcasan Mrs. Rafaelita J. Tejeros	December 11-13, 2017 December 14-15 and 18, 2017
PHS	Luisito B. Mapue	Felixberto G. Caliguind Ruth T. Carlton Hywell M. Ramacho Esperidion M. Ferrolino Ana Hemacrisilla E. Samontañez	December 11, 2017 December 12, 2017 December 13, 2017 December 14, 2017 December 15, 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 Schools Division Superintendent:

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

  
**NERI C. OJASTRO, Ed.D., CESE**  
 Assistant Schools Division Superintendent  
 Officer-In-Charge