



DIVISION MEMORANDUM

March 7, 2018

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 Heads who will be members of the different Committees/Officiating Officials/RSAC during the 2018 CVIRAA Meet from February 23 – March 2, 2018 at Tagbilaran City, Bohol. You are hereby designated as Officer-In-Charge:

School	Principal	Officer-In-Charge	Date
CADES	Mrs. Edna Y. Bato	Mrs. Berna D. Pis-an Mrs. Merlene F. Abao	February 23 – February 27, 2018 February 28 to March 2, 2018
HFGMHS	Mr. Claudio A. Sun, Jr.	Mrs. Divina E. Bongcasan	February 22 to March 2, 2018
NCES	Mrs. Julita D. Olasiman	Mrs. Milagros C. Olis	February 24 to March 2, 2018
CANDES	Mrs. Rosanna M. Mariñas	Mrs. Lolita O. Dago-oc	February 26 to March 2, 2018
WCECLC	Mrs. Sofia A. Tundag	Mrs. Miguelita C. Pis-an	February 23 to March 2, 2018
HFGMES	Mrs. Edeltrudes B. Dales	Mrs. Lailah B. Aves	February 22 to March 2, 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

For the Schools Division Superintendent:


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