



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
Schools Division of Negros Oriental

**OFFICE MEMORANDUM**

OSDS - 2023 - 99

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
All Others Concerned

**OFFICE-IN-CHARGE DESIGNATION**

1. In view of my attendance to some important concerns today, December 7, 2023, you are hereby directed to take charge of this Office on the aforesaid date.
2. As **OFFICE-IN-CHARGE**, you are authorized to sign travels and act on communications and reports that are routine in nature. All others, particularly those that are policies determining shall be held in abeyance until such time I report back to this Office.
3. You shall sign papers in the following manner:

By Authority of the Schools Division Superintendent:

**MARCELO K. PALISPIS, EdD**  
Administrative Officer V  
**Office-In-Charge**

4. For your information and guidance.

**NERI C. OJASTRO, EdD, CESO V**  
**Schools Division Superintendent**  
Office of the Schools Division Superintendent

NCO/OSDS/NCO/bing

07 DEC 2023

Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
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