



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**

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**INTER-OFFICE MEMORANDUM**  
**OSDS-IM-2023-** 02

TO : **MS. LANI B. YURONG**  
Administrative Officer V  
This Office

FROM : **MARCELO K. PALISPIS, EdD**  
OIC- Office of the Asst. Schools Division Superintendent  
**Office-In-Charge, Office of the Schools Division Supt.**  
1/17/23

DATE : 16 January 2023

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Please be informed that the undersigned together with Dr. Nilita L. Ragay, Dr. Joeylyza M. Arcilla, both OIC ASDSs and Dr. Rachel B. Picardal, Chief ES-SGOD will be attending to an important concern in Balamban, Cebu on January 17 to 18, 2023.

In this connection, you are hereby designated as **Office-In-Charge** of the aforesaid dates. As such, you are directed/authorized to take charge of this Office and you are authorized to sign travels and act on communications and reports that are routine in nature.

For your information and guidance.

SPP/OSDS/SPP/bing  
16 January 2023

17 JAN 2023



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