



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

INTER-OFFICE MEMORANDUM

OSDS-IM-2023- 04

TO : **JOELYZA M. ARCILLA, EdD, CESE**
OIC-Office of the Assistant Schools Division Superintendent
This Office

FROM : **MARCELO K. PALISPIS, EdD, JD**
OIC- Office of the Asst. Schools Division Superintendent
OIC- Office of the Schools Division Superintendent

SUBJECT : **OFFICE-IN-CHARGE (OIC) DESIGNATION**

DATE : 30 January 2023

Please be informed of your designation as Office-In-Charge on February 6-10, 2023 for the designated Office-In-Charge, Office of the Schools Division Superintendent will be attending the Conduct of the National Planning Conference on the School Building Program to be held at Subic Extension and Convention Center.

As **OFFICE-IN-CHARGE**, you are authorized to sign travel and act on communications and reports that are routine in nature. All others, particularly those that are policies determining shall be held in abeyance.

You shall sign papers in the following manner:

By Authority of the Schools Division Superintendent:

JOELYZA M. ARCILLA, EdD, CESE
OIC-Office of the Asst. Schools Division Superintendent
Office-In-Charge

For your information and guidance.

SPP/OSDS/SPT/bing

30 JAN 2023



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