



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

INTER-OFFICE MEMORANDUM

OSDS-IM-2023- 08

TO : **DR. RACHEL B. PICARDAL**
Chief, Education Supervisor
Schools Governance and Operations Division
This Office

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

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

DATE : 17 February 2023

Please be informed that the undersigned together with Dr. Nilita L. Ragay, Dr. Joeylyza M. Arcilla, both OIC ASDSs of this division will be attending the Joint Convergence of Region 7 and 8 Officials on February 21-22 and Interfacing with Rater and Ratee and Finalization of OPCR/IPCRRF 2023 on February 22-23 all to be held at Bohol Bee Farm, Bohol.

In this connection, you are hereby designated as **Office-In-Charge** on February 20pm, 21-23, 2023. 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.

You shall sign papers in the following manner:

By Authority of the Schools Division Superintendent:

RACHEL B. PICARDAL, EdD
Chief, Education Supervisor
Schools Governance and Operations Division
Office-In-Charge

For your information and guidance.

SPP/OSDS/SPP/bing
17 February 2023



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