



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

INTER-OFFICE MEMORANDUM
OSDS-IM-2023- 09

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

DATE : 20 February 2023

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 the Region Office 7 ManCom on February 27-28, 2023 to be hosted by the Division of Lapu-lapu City, Lapu-lapu City.

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. All others, particularly those that are policies determining shall be held in abeyance until such time he reports back to this Office.

You shall sign papers in the following manner:

By Authority of the Schools Division Superintendent:

LANI B. YURONG
Administrative Officer V
Office-In-Charge

For your information and guidance.

SPP/OSDS/SPP/bing
20 February 2023



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