



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

INTER-OFFICE MEMORANDUM

OSDS-IM-2023- 19

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.

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

DATE : 03 April 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 of this division will be attending the installation of Superintendent Senen Priscillo P. Paulin in Cebu Province Division on April 4, 2023.

In this connection, you are hereby designated as **Office-In-Charge** on April 3pm-4, 2023. As such, you are authorized to sign travel/s 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
03 April 2023

03 APR 2023



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