



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

INTER-OFFICE MEMORANDUM
OSDS-IM-2023- 23

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

FROM : **NERI C. CASTRO, EdD, CESE**
Schools Division Superintendent
Office of the Schools Division Superintendent

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

DATE : 18 April 2023

In view of my attendance to the Central Visayas Regional Athletic Association (CVRAA) Meet on April 24-28, 2023 at Carcar City together with the three (3) ASDSs and SGOD Chief, you are hereby directed to take charge of this Office on April 24-25, 2023.

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 until such time I report 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
Officer-In-Charge

For your information and guidance.

NCO/SDS/NCO/bing

18 APR 2023



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