



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

**INTER-OFFICE MEMORANDUM**  
**OSDS-IM-2023-** 26

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

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

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

**DATE :** 26 April 2023

Digitally signed by  
NERI C. OJASTRO EdD,  
CESE  
Date: 2023.04.26  
10:17:12 +08'00'

In view of my attendance to the Region VII Management Committee Meeting on April 29-30, 2023 at DepEd-Ecotech Center, Sudlon, Lahug, Cebu City together with the three (3) ASDSs and one (1) SGOB Chief, you are hereby directed to take charge of this Office on April 28, 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  
**Office -in-Charge**

For your information and guidance.

NCO/SDS/NCO/bing

26 APR 2023



**Address:** Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
**Telephone Nos.:** (035)225-2838 / 225-2376 / 422-7644  
**Email Address:** negros.oriental@deped.gov.ph