



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

INTER-OFFICE MEMORANDUM
OSDS-IM-2023-18

TO : **MARCELO K. PALISPIS, EdD, JD**
OIC-Office of the Assistant Schools Division Superintendent
This Office

FROM : **NERI C. OJASTRO, EdD, CESE**
Schools Division Superintendent
Office of the Schools Division Superintendent
5/8/23 4

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

DATE : 08 MAY 2023

N. C. Ojastro

Digitally signed by
NERI C. OJASTRO
EdD, CESE
Date: 2023.05.08
09:49:13 +08'00'

In view of my attendance to the Orientation of Merit Selection Plan (MSP) and Recruitment, Selection and Appointment (RSA) Guidelines for DepEd Appointing Officers/Authorities on May 8-10, 2023 at Hotel Fortuna, Cebu City, you are hereby directed to take charge of this Office on the aforesaid dates.

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:

MARCELO K. PALISPIS, EdD, JD
OIC-Office of the Assistant Schools Division Superintendent
Office-In-Charge

For your information and guidance.

NCO/OSDS/NCO/bing

08 MAY 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