



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

INTER-OFFICE MEMORANDUM
OSDS-IM-2023- 24

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

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

DATE : 29 MAY 2023

In view of my leave of absence on June 1, 2 and 5, 2023 to attend to some important matters, 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

30 MAY 2023



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