



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

INTER-OFFICE MEMORANDUM

OSDS-IM-2023- 26

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
6/6/23

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

DATE : 06 June 2023

In view of my attendance to the Clustered National Orientation of Key Officials on the Implementation of the National Learning Camp on June 7-10, 2023 (inclusive of travel time) at SDO Leyte, Regional VIII, you are hereby directed to take charge of this Office on the aforesaid dates.

As **OFFICE-IN-CHARGE**, you are authorized to sign travels 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

06 JUN 2023



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