



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

INTER-OFFICE MEMORANDUM
OSDS-IM-2023- 40

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

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

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

DATE : 16 June 2023

In view of my attendance to the Regional Festival of Talents on June 19-23, 2023 to be held in Mandaue City, you are hereby directed to take charge of this Office on June 19-20, 2023.

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:

LANI B. YURONG
Administrative Officer V
Office-In-Charge

For your information and guidance.

NCO/OSDS/NCO/bing

16 JUN 2023



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