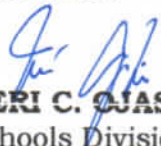




Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**INTER-OFFICE MEMORANDUM**  
**OSDS-IM-2023-** 43

TO : **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 : 23 June 2023

In view of my attendance to the conduct of the 5<sup>th</sup> Regional Management Committee Meeting (MANCOM) CY 2023 (Face-To-Face), together with the three (3) Assistant Schools Division Superintendents and SGOD Chief on June 25-26, 2023 to be held at the Canlaon City Sports and Cultural Center with Division of Canlaon City as host, you are hereby directed to take charge of this Office on the June 26, 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

23 JUN 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