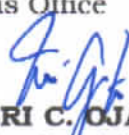




Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**

**INTER-OFFICE MEMORANDUM**  
**OSDS-IM-2023-** 50

TO : **DR. NILITA L. RAGAY**  
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 : 14 July 2023

In view of my attendance to the 2023 National Schools Press Conference on July 17-21, 2023 to be held in Cagayan De Oro City, you are hereby directed to take charge of this Office from July 16-19, 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:

**NILITA L. RAGAY, EdD**  
OIC-Office of the Assistant Schools Division Superintendent  
**Office-In-Charge**

For your information and guidance.

NCO/OSDS/NCO/bing

14 JUL 2023



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644