




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

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**INTER-OFFICE MEMORANDUM**  
**OSDS-IM-2023- 51**

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

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

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

DATE : 14 July 2023

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In view of my attendance to the 2023 Palarong Pambansa on July 29-August 5, 2023 in Marikina City, you are hereby directed to take charge of this Office on July 24 to August 1, 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**  
OIC-Office of the Assistant Schools Division Superintendent  
**Office-In-Charge**

For your information and guidance.

NCO/OSDS/NCO/bing

14 JUL 2023



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