



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

INTER-OFFICE MEMORANDUM
OSDS-IM-2023- J7

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 : 08 August 2023

In view of my attendance to the conduct of the 2023 Brigada Eskwela Regional Kick-Off and Caravan to be hosted by the Division of Lapu-lapu City on August 10, 2023 at Mactan Liberty Shrine, Punta Engalo, Lapu-lapu City, you are hereby directed to take charge of this Office on August 9-10, 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

09 AUG 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