



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

INTER-OFFICE MEMORANDUM
OSDS-IM-2023- 84

TO : **DR. NILITA L. RAGAY, EdD**
OIC-Office of the Assistant Schools Division Superintendent
~~This Office~~

FROM : **MARCELO K. PALISPIS, EdD**
OIC-Office of the Asst. Schools Division Superintendent
Office-In-Charge

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

DATE : **10 January 2023**
hr

Please be informed of your designation as **Office-In-Charge** of this division on January 11-13, 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 Asst. Schools Division Superintendent
Office-In-Charge

For your information and guidance.

SPP/OSDS/SPP/bing

17 JAN 2023



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