



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

INTER-OFFICE MEMORANDUM
OSDS-IM-2023- 81

TO : **MARCELO K. PALISPIS, EdD, JD**
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 : 09 October 2023

In view of my attendance to the Regional Consultation Workshop on the Findings and Recommendations from the Schools Division Offices (SDOs) Organization, Functions, and Operations Review on October 11-12, 2023 at Crown Regency Hotel and Towers, Fuente, Osmeña Boulevard, Cebu City, you are hereby directed to take charge of this Office on October 10-12, 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:

MARCELO K. PALISPIS, EdD, JD
OIC-Office of the Assistant Schools Division Superintendent
Office-in-Charge

For your information and guidance.

09 OCT 2023

NCO/OSDS/NCO/bing



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