



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

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**Office of the Schools  
Division Superintendent**

**INTER-OFFICE MEMORANDUM**

**OSDS-IM-2022- 33**

**TO :** **DR. MARCELO K. PALISPIS**  
OIC, Office of the Schools Division Superintendent  
This Office

**FROM :** *Senen Paulin*  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent

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

**DATE :** 27 May, 2022

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In view of my travel to Cebu City on June 6-7 2022 on official business at the DepEd Regional Office VII, you are hereby directed to take charge of this Office on the aforementioned dates.

As **OFFICE-IN-CHARGE**, you are authorized to sign travel/s 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:

For the Schools Division Superintendent:

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

For your information and guidance.

SPP/APA-FCL-NLR/OSDS/SPP/bing  
27 May 2022

**MAY 27 2022**



**INTER-OFFICE MEMORANDUM**

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