



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

**Office of the Schools  
Division Superintendent**

INTER-OFFICE MEMORANDUM  
OSDS-IM-2022- 18

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

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

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

DATE : February 22, 2022

In view of my travel to Cebu City on February 24, 2022 to transact 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 are requested to make a report, either written or verbal, on matters that need to be brought to my attention.

You shall sign papers in the following manner:

For the Schools Division Superintendent:

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

For your information and guidance.

24 FEB 2022

SPP/APA-PCL-NLR/OSOS/SPP/bing  
February 23, 2022



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