



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
Schools Division Office of Negros Oriental

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**Office of the Schools Division  
Superintendent**

**INTER-OFFICE MEMORANDUM**

**OSDS-IM-2022- 37**

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

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

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

DATE : 18 June, 2022

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In view of my travel to Baguio City on June 20-24, 2022 on official business at Teachers' Camp, Baguio City, 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- Assistant Schools Division Superintendent  
**Office In-Charge**

For your guidance and compliance.

SPP/JMA-MKP-NLR/SGOO/RBP/imsm



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