



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

INTER-OFFICE MEMORANDUM
OSDS-IM-2022- 74

TO : **MS. LANI B. YURONG**
Administrative Officer V
This Office

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

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

DATE : 25 October 2022

You are hereby directed to take charge of this Office on October 27-28, 2022 for the undersigned together with the OIC-ASDSs will be attending the Regional Management Committee Meeting in Naga City on the aforesaid 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:

By Authority of the Schools Division Superintendent:

LANI B. YURONG
Administrative Officer V
Office-In-Charge

For your information and guidance.

SPP/OSDS/SPP/bing
25 October 2022



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph