



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

**INTER-OFFICE MEMORANDUM**  
**OSDS-IM-2022-42**

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

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

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

DATE : 07 July 2022

In view of my travel to Cebu City on July 8, 2022 to attend the ceremonial turn-over of gadgets from Chinabank to Region VII, you are hereby directed to take charge of this Office on the aforementioned date.

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, JD**  
OIC, Office of the Schools Division Superintendent  
**Office-In-Charge**

For your information and guidance.

SPP/APA-FCL-NLR/OSDS/SPP/bing  
07 July 2022

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