



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

**INTER-OFFICE MEMORANDUM**  
**OSDS-IM-2021-** 46

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

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

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

DATE : 18 July 2022

You are hereby directed to take charge of this Office on July 20, 21, 22, 2022 for the undersigned will be travelling to Cebu City for some personal concerns.

As **OFFICE-IN-CHARGE**, you are authorized to sign travel 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 Asst. Schools Division Superintendent  
**Office-In-Charge**

For your information and guidance.

19 JUL 2022



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