




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

INTER-OFFICE MEMORANDUM

OSDS-IM-2022- 82

TO : **DR. RACHEL B. PICARDAL**
Chief, Education Program Supervisor
Schools Governance and Operations Division
This Office

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

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

DATE : 14 December 2022

You are hereby directed to take charge of this Office on December 19-20, 2022 for the undersigned together with the OIC-ASDSs will be attending the Regional Management Committee Meeting at Bai Hotel, Mandaue 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 he reports back to this Office.

You shall sign papers in the following manner:

By Authority of the Schools Division Superintendent:

RACHEL B. PICARDAL, EdD
Chief, Education Program Supervisor
Schools Governance and Operations Division
Office-In-Charge

For your information and guidance.

SPP/OSDS/SPP/bing
14 December 2022

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