



Republic of the Philippines  
Department of Education

REGION IX, ZAMBOANGA PENINSULA

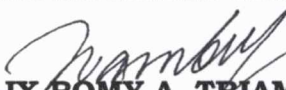
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

NO. 270, s. 2025

**TO :** **SHERLITO E. SAGAPSAPAN**  
Chief Education Supervisor  
School Governance and Operations Division (SGOD)

**FROM:**   
**FELIX/ROMY A. TRIAMBULO, CESO V**  
Schools Division Superintendent

**DATE :** May 20, 2025

**SUBJECT :** Designation as Officer-In-Charge

In view of my **Sick Leave of Absence**, you are hereby designated as In-Charge of Office on **May 20, 2025**, in addition to your present duties and responsibilities, until my return.

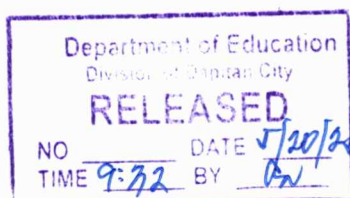
As such, you shall act on matters which are routinary in nature and shall hold in abeyance those which are discretionary in nature. However, urgent matters which require immediate action shall be communicated directly to me for instruction.

For this purpose, you shall affix your signature in official documents in the manner presented hereunder.

For the Schools Division Superintendent:

**SHERLITO E. SAGAPSAPAN**  
Chief Education Supervisor  
School Governance and Operations Division (SGOD)  
Officer-In-Charge  
Office of the Schools Division Superintendent

Please be guided accordingly.



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