



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

MEMORANDUM

No. 412 s. 2025

TO : JOSE C. OVERA
School Principal IV
Potungan Central School

FROM : JAY S. MONTEALVO, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

SUBJECT : Designation Order

DATE : June 30, 2025

In the exigency of the service, you are hereby designated as Principal-in-Charge of the District of Potungan Schools District, this Division effective July 1, 2025.

This designation bears the authority to assume the powers, duties and responsibilities of a District Supervisor and shall remain effective therein unless revoked at will for cause.

This memorandum does not carry with it any additional remuneration and compensation.

For your guidance and compliance.

Cc:

ASDS
CID
SGOD
Accountant III
Budget
AO V
AO IV (Personnel)
Planning Office
One-time cleansing Committee
Cash Section

