



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2026-250

TO : ATTY. TRIZIA GLAE R. TUBUNGBANUA-CHAN, RN, REB
Attorney III

FROM : JAY S. MONTEALTO, CESO V
Schools Division Superintendent

DATE : May 7, 2026

SUBJECT : Designation as Officer-In-Charge

In view of my **Official Travel**, you are hereby designated as In-Charge of Office on **May 22 – 27, 2026** in addition to your present duties and responsibilities, until my return.

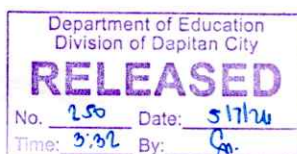
As such, you shall act on matters which are routinary in nature and shall hold in abeyance those which are discretionary in nature. However, urgent matters which require immediate action shall be communicated directly to me for instruction.

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

For the Schools Division Superintendent:

ATTY. TRIZIA GLAE R. TUBUNGBANUA-CHAN, RN, REB
Attorney III
Officer-In-Charge
Office of the Schools Division Superintendent

Please be guided accordingly.



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