



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
NO. 391, s. 2021

TO : **ESMERALDA A. BAGAIPO, EdD**
Education Program Supervisor
Mathematics

[Signature]

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

DATE : November 24, 2021

SUBJECT : Designation as Officer-In-Charge

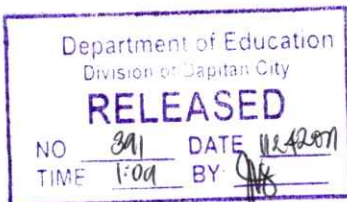
In view of my Work from Home, you are hereby designated as In-Charge of Office on November 29, 2021, in addition to your present duties and responsibilities, until my return.

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 requires 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:

ESMERALDA A. BAGAIPO, EdD
Education Program Supervisor, Mathematics
Officer-In-Charge
Office of the Schools Division Superintendent



Please be guided accordingly.



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