




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

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**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM  
NO. 424, s. 2021

TO : SHERLITO E. SAGAPSAPAN  
Chief Education Supervisor

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

DATE : December 20, 2021

SUBJECT : Designation as Officer-In-Charge

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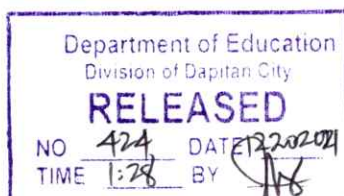
In view of my Work from Home and Mandatory Leave, you are hereby designated as In-Charge of Office on **December 24, 2021**, in addition to your present duties and responsibilities, until my return.

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:

**SHERLITO E. SAGAPSAPAN**  
Chief Education Supervisor  
Officer-In-Charge  
Office of the Schools Division Superintendent



Please be guided accordingly.



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