




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. 108, s. 2021

TO : LINDO O. ADASA, JR.  
Education Program Supervisor, Filipino

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

DATE : April 13, 2022

SUBJECT : Designation as Officer-In-Charge

In view of my Official Travel, you are hereby designated as In-Charge of Office on **April 18-22, 2022**, in addition to your present duties and responsibilities, until my return.

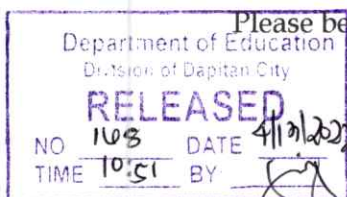
As such, you shall act on matters which are routinary in nature and shall hold in abeyance those which are discretionary in nature. However, urgent matters which requires immediate action shall be communicated directly to me for instruction.

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

For the Schools Division Superintendent:

LINDO O. ADASA, JR.  
Education Program Supervisor, Filipino  
Officer-In-Charge  
Office of the Schools Division Superintendent

Please be guided accordingly.



Sunset Boulevard, Dawo, Dapitan City  
(065) 917-5113  
www.depeddapitan.net

dapitancity@deped.gov.ph  
fb.com/DepEdDapitanCity

