



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. 249, s. 2021

TO : ROSALIO B. CONTURNO, JR., PhD  
Officer-in-Charge  
Assistant Schools Division Superintendent

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

DATE : June 23, 2022

SUBJECT : Designation as Officer-In-Charge

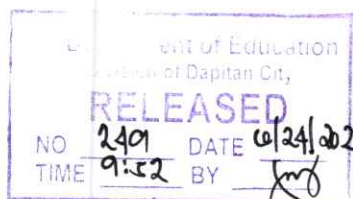
In view of my Home Visit, you are hereby designated as In-Charge of Office on **July 1, 2022**, in addition to your present duties and responsibilities, until my return.

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:

ROSALIO B. CONTURNO, JR., PhD  
OIC-Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



Please be guided accordingly.



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