




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. 16, s. 2023

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

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

DATE : January 10, 2023

SUBJECT : Designation as Officer-in-Charge

In view of my home visit, you are hereby designated as In-Charge of Office on January 11, 2023, in addition to your present duties and responsibilities, until my return.

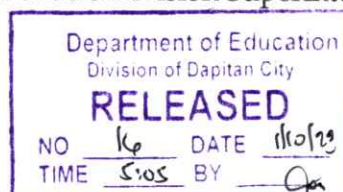
As such, act on matters which are routinary in nature and shall hold in abeyance those which are discretionary in nature. However, urgent matters which requires immediate action shall be communicated directly to me for instruction.

For this purpose, you shall affix 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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