



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. 168, s. 2023

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

FROM: DANNY B. CORDOVA, EdD, CESO VI  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

DATE : April 14, 2023

SUBJECT : Designation as Officer-In-Charge

In view of my Official Travel, you are hereby designated as In-Charge of Office on **April 17 -21, 2023**, 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 require 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.



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

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



Department of Education  
Division of Dapitan City

RELEASED

NO. 168 DATE APR 14 2023  
TIME 11:40 BY OP