



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. 233, s. 2023

TO : SHERLITO E. SAGAPSAPAN
Chief Education Supervisor
School Governance & Operations Division (SGOD)

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

DATE : May 18, 2023

SUBJECT : Designation as Officer-In-Charge

In view of my Home Visit, you are hereby designated as In-Charge of Office on **May 22, 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:

SHERLITO E. SAGAPSAPAN
Chief Education Supervisor
School Governance & Operations Division (SGOD)
Officer-In-Charge
Office of the Schools Division Superintendent

Please be guided accordingly.



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