



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. 294, 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 : 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 23, 2023**, in addition to your present duties and responsibilities, until my return.

As such, you shall act on matters which are routinary in nature, sign financial documents and transactions 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. 294 DATE MAY 19 2023  
TIME 8:13 BY 8