



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. 34, s. 2023

TO : **MA. PERGA A. CADIENTE**
Education Program Supervisor, English

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

DATE : January 23, 2023

SUBJECT : Designation as Officer-In-Charge

In view of my Home Visit, you are hereby designated as In-Charge of Office on **January 30, 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 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:

MA. PERGA A. CADIENTE
Education Program Supervisor, English
Officer-In-Charge
Office of the Schools Division Superintendent

Please be guided accordingly.

