



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. 157, s. 2025

**TO :** AURELIO A. SANTISAS, CESE  
Assistant Schools Division Superintendent

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

**DATE :** February 26, 2025

**SUBJECT :** Designation as Officer-In-Charge

In view of my **Home Visit**, you are hereby designated as In-Charge of Office on **March 03, 2025** 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:

**AURELIO A. SANTISAS, CESE**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Please be guided accordingly.

