

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. 15%, 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 **Official Travel**, you are hereby designated as In-Charge of Office on **March 04 - 07, 2025** respectively, 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.

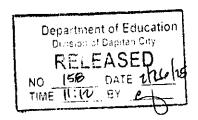
For this purpose, you shall affix your signature in official documents in the manner presented hereunder.

For the Schools Division Superintendent:

AURELIO A. SANTISAS, CESE

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

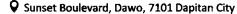
Please be guided accordingly.











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