

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. 100, s. 2025

TO

SHERLITO E. SAGAPSAPAN

Chief Education Supervisor

School Governance and Operations Division (SGOD)

FROM:

FELIX ROMY A. TRIAMBULO, CESO V

Schools Division Superintendent

DATE

March 25, 2025

SUBJECT

Designation as Officer-In-Charge

In view of my **Official Travel**, you are hereby designated as In-Charge of Office on **April 7-8, 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.

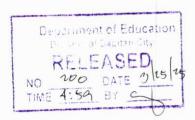
For this purpose, you shall affix your signature in official documents in the manner presented hereunder.

For the Schools Division Superintendent:

SHERLITO E. SAGAPSAPAN

Chief Education Supervisor School Governance and Operations Division (SGOD) Officer-In-Charge Office of the Schools Division Superintendent

Please be guided accordingly.















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