



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. 200, 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.

