



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. 202, s. 2025

TO : VICENTE JOSE V. SUAREZ II, EMD
Chief Education Supervisor
Curriculum Implementation Division (CID)

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 25, 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:

VICENTE JOSE V. SUAREZ II, EMD
Chief Education Supervisor
Curriculum Implementation Division (CID)
Officer-In-Charge
Office of the Schools Division Superintendent

Please be guided accordingly.

