



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. 267, 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 :** May 28, 2025

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

In view of my **Home Visit**, you are hereby designated as In-Charge of Office on **May 30, 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.

