




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. 117, s. 2021

TO : OLIVER B. TALAOC, EdD  
Officer-In-Charge  
Assistant Schools Division Superintendent

FROM:  FELIX ROMY A. TRIAMBULO, CESO V  
Schools Division Superintendent

DATE : March 10, 2022

SUBJECT : Designation as Officer-In-Charge

In view of my Work From Home, you are hereby designated as In-Charge of Office on **March 11, 2022**, 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 requires 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:

OLIVER B. TALAOC, EdD  
OIC-Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



Please be guided accordingly.



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