



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools
Division Superintendent**

INTER-OFFICE MEMORANDUM
OSDS-IM-2021- 02

TO : **NILITA L. RAGAY, EdD**
Officer In-Charge
Office of the Assistant Schools Division Superintendent

FROM : *M. Paulin*
SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT : **OFFICE-IN-CHARGE (OIC) DESIGNATION**

DATE : January 7, 2021

In view of my travel to Cebu City on January 8-19, 2020 to transact official business at the DepEd Regional Office VII, you are hereby directed to take charge of this Office on the aforementioned dates.

As **OFFICE-IN-CHARGE**, you are authorized to sign travel and act on communications and reports that are routine in nature. All others, particularly those that are policies determining shall be held in abeyance until such time I report back to this Office.

You shall sign papers in the following manner:

For the Schools Division Superintendent:

NILITA L. RAGAY, Ed. D.
OIC-Office of the Asst. Schs. Division Superintendent
Office-In-Charge

For your information and guidance.

