



Republic of the Philippines
Department of Education
REGION I

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SCHOOLS DIVISION OFFICE DAGUPAN CITY

Office of the Schools Division Superintendent

Division Memorandum

No. 146 s. 2020

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Field Staff and All Others Concerned

From: **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**


Date: November 17, 2020

Subject: **OFFICER IN CHARGE OF THE SCHOOLS DIVISION OFFICE**

This is to inform all SDO personnel of the following order of Officer In Charge (OIC) in case the Schools Division Superintendent (SDS) is on Official Business/Travel or on Leave, to wit:

- a. In the absence of the SDS, the **Asst. Schools Division Superintendent (ASDS)** shall be the OIC of the Schools Division Office;
- b. In the absence of the SDS and ASDS, one of the **Chief Education Supervisors** shall be the OIC of the SDO;
- c. In the absence of the SDS, ASDS and Chief Education Supervisors, the **Administrative Officer V** shall be the OIC of the SDO;
- d. In the absence of the SDS, ASDS, Chief Education Supervisors, and Administrative Officer V, the **Legal Officer** shall be the OIC of the SDO;
- e. In the absence of the SDS, ASDS, Chief Education Supervisor, Administrative Officer V, and Legal Officer, one of the **Education Program Supervisors** shall be the OIC of the SDO.

For the information, guidance, and compliance of all concerned.


AGUEDO C. FERNANDEZ, CESO VI
Asst. Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent



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