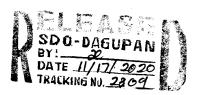


## Republic of the Philippines

## Department of Education



## REGION I SCHOOLS DIVISION OFFICE DAGUPAN CITY

## Office of the Schools Division Superintendent

**Division Memorandum** 

No. <u>/46</u> 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.

AGUERO C. FERNANDEZ, CESO VI

Asst. Schools Division Superintendent
Officer In-Charge

Office of the Schools Division Superintendent



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