



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

DIVISION MEMORANDUM

SGO-2023- 063

To: **ARNULFO ANSELM C. HORTIZ**
Education Program Supervisor-SGOD

From: **EDUARDO C. ESCORPISO JR. EdD, CESO V**
Schools Division Superintendent

Date: 29 March 2023

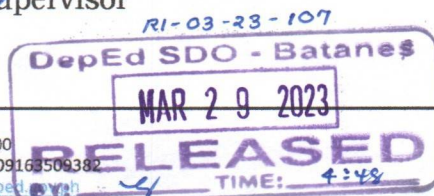
Subject: **DESIGNATION AS OFFICER-IN-CHARGE, OFFICE OF THE CHIEF, SGOD**

1. In the exigency of the service, and due to the attendance of the Chief Education Supervisor to the Conference of National, Regional, and Division Accreditation and Screening Committee Members at General Trias, Cavite. You are hereby designated as Officer-In-Charge, Office of the Chief, School Governance and Operations Division without additional compensation effective March 30, 2023, and until the Chief Education Supervisor will assume to office. As such, you are to perform duties and responsibilities attached to your designation.
2. As Officer-In-Charge, you are expected to:
 - a. Consolidate and submit reports;
 - b. Conduct FGD in the SGOD;
 - c. Preside during MR/DMEA;
 - d. Sign pertinent documents in behalf of the Chief;
 - e. Does other related work.
3. This designation is made for the best interest of the service, thus immediate compliance is hereby enjoined.

Conforme:


ARNULFO ANSELM C. HORTIZ
Education Program Supervisor

SGOD/myrn



Address: Basco, Batanes, 3900
Contact No.: 09996027630; 09163509382
Email Address: batanes@deped.gov.ph
Facebook: facebook.com/deped.batanes

Doc Code:	FM-ORD-003	Rev:	00
As of:	Jul 2, 2018	Page:	1