



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

DIVISION MEMORANDUM

SGO-2023- 124

To: **OLIVER R. CARIASO**
Planning Officer III

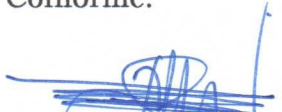
From: **ALFREDO B. GUMARU JR. EdD, CESO V**
Schools Division Superintendent

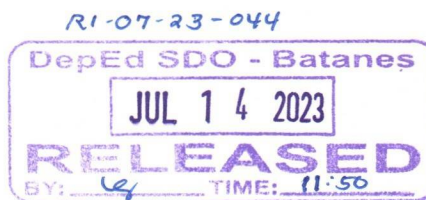
Date: 13 July 2023

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 Pre-Palaro Meet 2023 at Laoag City, Ilocos Norte and Palarong Pambansa 2023 in Marikina City, Metro Manila. You are hereby designated as Officer-In-Charge, Office of the Chief, School Governance and Operations Division without additional compensation effective July 13, 2023, and until the Chief Education Supervisor or the Education Program Supervisor in SGOD returns 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. Sign pertinent documents on behalf of the Chief;
 - d. Does other related work.
3. This designation is made for the best interest of the service, thus immediate compliance is hereby enjoined.

Conforme:


OLIVER R. CARIASO
Planning Officer III



SGOD/myn

