



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

October 5, 2023

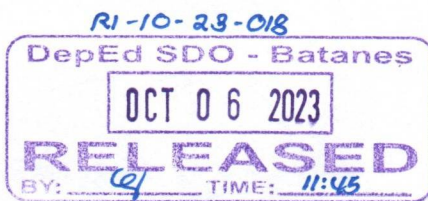
DIVISION MEMORANDUM

No. 273, s. 2023

**DESIGNATION OF VIRGINIA A. VINALAY AS OFFICER IN-CHARGE
OF THE SCHOOLS DIVISION OFFICE OF BATANES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
SDO Section/Unit Heads
Elementary and Secondary School Heads
This Schools Division

1. In view of the attendance of the undersigned and the Assistant Schools Division Superintendent to several activities in the mainland, this office is hereby designating **VIRGINIA A. VINALAY**, Administrative Officer V as Officer In-Charge, Office of the Schools Division Superintendent effective October 9, 2023 until the Schools Division Superintendent reports back to his office.
2. This designation carries with it the authority and responsibilities stated in the attached Terms of Reference but without additional remuneration.
3. For your information and guidance.



lej
ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent

Encl: As stated

References: None

To be indicated in the Perpetual Index
Under the following subjects:
ASSIGNMENT/REASSIGNMENT

OSDS/abgj/ebe



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(Enclosure to the Division Memorandum No. 273s. 2023)

TERMS OF REFERENCE


DESIGNATION	DUTIES AND RESPONSIBILITIES
Officer In-Charge, Office of the SDS	<ul style="list-style-type: none">• Take care of routinary activities in the Schools Division Office• Opening official communications and referring them to the Schools Division Superintendent• Fiscal matters and transactions that need decision-making are acted only by the SDS.• Represent the SDS in his division, community & Agencies.

Please be guided accordingly.

Approved:


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

Conforme:


VIRGINIA A. VINALAY
Administrative Officer V



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