DIVISION MEMORANDUM
No. 462, s.2019

Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Administrative Officer V, Administrative Services
Administrative Officer V, Budget Services
Attorney III, Legal Services
Accountant III, Finance Services
Elementary and Secondary School Heads
Teaching Related and Non-Teaching Personnel
All Others Concerned

FROM: VICTORIA V. GAZO, PhD, CESO V
Schools Division Superintendent

DATE: December 13, 2019

SUBJECT: DESIGNATION OF OFFICERS-IN-CHARGE

1. In the pursuit of effective, efficient and continuous service to clienteles, these key officials are designated as Officers-In Charge in the absence of the Schools Division Superintendent in this order:
   
   a. Sunny Ray F. Amit
      Assistant Schools Division Superintendent
   b. Ralph T. Quirog
      Chief Education Supervisor, Curriculum Implementation Division
   c. Lorenzo O. Capacio
      Chief Education Supervisor, School Governance and Operations Division
   d. Jutchel L. Nayra
      Administrative Officer V

2. It is understood that they shall only discharge duties and responsibilities within the purview of this designation. Hence, policy-determining issues shall be referred to the Schools Division Superintendent.

3. Immediate and wide dissemination of this memorandum to all concerned is desired.