



Republic of the Philippines  
Department of Education  
Central Visayas, Region VII  
DIVISION OF CITY SCHOOLS  
City of Tagbilaran



**MEMORANDUM**

**TO : JOCELYN P. CUTIN**  
**HRMO**

**FROM : AQUILINO T. MILAR, JR., Ph.D**  
**Administrative Officer V**

**SUBJECT : DESIGNATION ORDER**

**DATE : NOVEMBER 14, 2018**

**You are hereby designated as Officer-in-Charge of this Administrative Office on November 15-16, 2018 or until such time that the undersigned shall have returned from his official travel.**

**You are hereby authorized to sign for and in my behalf Leave Forms, machine copies of the original documents submitted to this office and other documents relative to my function.**

**Please be guided accordingly.**

  
**AQUILINO T. MILAR, JR. Ph.D.**  
**Administrative Officer V**

**Noted:**

  
**VIRGINIA C. ZAPANTA, Ed.D., CESO V**  
**Schools Division Superintendent**