



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division
Superintendent

MEMORANDUM

TO : **BEATRIZ C. LUGA PhD**
School Governance & Operations Division Chief

FROM : *J. Carino J. Caberto*
JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT : **DESIGNATION AS OFFICER-IN-CHARGE OF THE OFFICE OF ASSISTANT SCHOOLS DIVISION SUPERINTENDENT**

DATE : **September 17, 2021**

In the exigency of service, you are hereby designated as Officer-in-Charge of the Office of the Assistant Schools Division Superintendent, effective September 21, 2021 or until such time she shall have returned from her official travel.

You are to generally provide overall management and technical assistance for the efficient operations and effective implementation of policies and education programs at the Schools Division level, particularly in the following areas: Strategic Management and Operations; Curriculum and Instruction Management; Human Resource Development and Management; Resource Management; Partnership and Linkages; Planning; Performance Management; People Management; Management Reports; Management of Finance and Administrative Matters and other assignments while the Assistant Schools Division Superintendent is on personal leave.

You are also authorized to sign and represent for and in her behalf any documents involving her authorities, duties and functions.

This designation does not carry any monetary remuneration but this could be an avenue for your career upward progression.

Received by:

B. Luga
9/20/21 @ 10:00 a.m.

JIAL/MKP/ADMIN/atm



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