



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

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**Office of the Schools Division  
Superintendent**

**DIVISION MEMORANDUM**

**MLA-2022-OSDS-097**

To : **(Mrs.) JOCELYN P. CUTIN**  
Administrative Officer IV

From : **JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent *JIC*

Subject : **DESIGNATION AS ADMINISTRATIVE SERVICES  
AUTHORIZED SIGNATORY**

Date : June 1, 2022

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1. In the exigency of service and in lieu of the study leave of Dr. Aquilino T. Milar Jr., Administrative Officer V of the Division of City Schools – Tagbilaran City, you are hereby designated as Authorized Signatory of the Administrative Services of this Division.

Your designation shall be effective immediately until such time Dr. Milar returns to duty.

2. The following shall be the pertinent documents you are authorized to sign:
  - a) Certificate of Assumption to Duty
  - b) Division Clearance, under Administration Sector (Attendance Records and Salary Overpayment)
3. This designation does not carry any monetary remuneration but this could be an avenue for your career upward progression.

