



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

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

MLA-2022-OSDS- 116

To : **ATTY. KATRINA B. ORA JD**
Division Legal Officer-Designate

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

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

Date : June 28, 2022

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 as Person Administering Oath:
 - a) CSC Form 212 (Personal Data Sheet)
 - b) Sworn Statement of Assets, Liabilities and Net Worth (SALN)
3. This designation does not carry any monetary remuneration but this could be an avenue for your career upward progression.

