



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- 146

To : **(Mrs.) FLORDELIZA P. AUSTERO**
Master Teacher I
Ubujan Elementary School

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

Subject : **DESIGNATION AS OFFICER-IN-CHARGE OF
UBUJAN ELEMENTARY SCHOOL**

Date : July 26, 2022

1. In the exigency of service and in lieu of Mr. Marcelino B. Pelin, Elementary School Principal I of Ubujan Elementary who is still undergoing treatment in the hospital due to a vehicular accident, you are hereby designated as Officer-in-Charge of the said school.

Your designation shall be effective immediately until such time Mr. Pelin is fit to return for duty.

2. You are to assume the duties and functions of a School Principal in all matters, especially which concerns the financial aspect.

You are expected to perform your duties and responsibilities with utmost sincerity and dedication.

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

JIAL/SDS/JIAL/afvp



Address: Dampas, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718
Email Address: tagbilarancity.division@deped.gov.ph



Republic of the Philippines
 Department of Education
REGION VII, CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY
UBUJAN ELEMENTARY SCHOOL
 Tagbilaran City, Bohol

July 26, 2022

JOSEPH IRWIN A. LAGURA PhD
 Schools Division Superintendent
 Division of City Schools- Tagbilaran
 City of Tagbilaran

Sir,

Greetings!

We, the teaching and non-teaching personnel of Ubujan Elementary School hereby recommend **Mrs. Flordeliza P. Austero** as Officer-In-Charge taking over the place of our dear principal Mr. Marcelino B. Pelin while he is the hospital due to vehicular accident.

Thank you and more power.

God bless.

Sincerely yours,


MA. APRYL L. MACALISANG


CRISTELYN B. PUSTA


MARJORIE A. LIGUE

MELANIE MICHELLE M. MORTEJO

ELISA P. CORBITA

RUFINA P. MANRIQUEZ

AMELITA B. SUAREZ


FLORDELIZA P. AUSTERO


MARITES S. DALIGDIGAN


ODESSA C. YECYEC


ANNABELLE M. PERGAMINO


LIZA C. INDOYON

RICHARD L. ESTEPA

DOMINGA C. RENEGADO


MARILYN C. BARBARONA

PURIZA CODEROS

CONCEPCION C. SIMPAO

MEDELYN I. HINAMPAS


RETCHEL T. SUMAMPONG



School: Ubujan Elementary School
 Address: Ubujan District, Tagbilaran City
 Telephone Nos.: (038)-411-0532 / 09190694497
 Email Address: ubujanelementary@gmail.com