



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- 003

To : **(Mrs.) MA. ARLENE I. LISONDRA**
Master Teacher II
Tagbilaran City Central School – SPED Center

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

Subject : **DESIGNATION AS OFFICER-IN-CHARGE OF
TAGBILARAN CITY CENTRAL SCHOOL –SPED CENTER**

Date : December 20, 2022

1. In the exigency of service and in lieu of Mrs. Maria Flor C. Getigan, Elementary School Principal II of Tagbilaran City Central School – SPED Center who is on sick leave, you are hereby designated as Officer-in-Charge of the said school.

Your designation shall be effective immediately until such time Mrs. Getigan 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.

