



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

**Office of the Schools Division
Superintendent**

OFFICE ORDER

OSDS-2024-_____063

TO : **MARIA RACHEL S. OMASAS**
School Principal II

FROM : **WILFREDA D. BONGALOS PhD, CESO V**
Schools Division Superintendent

SUBJECT : **DESIGNATION AS OFFICER-IN-CHARGE/CONCURRENT
PRINCIPAL OF COGON NATIONAL HIGH SCHOOL**

DATE : **MAY 13, 2024**

In the exigency of service, you are hereby designated as the Officer-in-Charge/Concurrent Principal of Cogon National High School, Barangay Cogon, Tagbilaran City, while Mr. Justino M. Canda is on leave effective May 13, 2024 until July 15, 2024.

You are to transact with any government and private offices and sign for and on behalf of Mr. Canda, any deeds, instruments, documents involving financial matters, such as: Personnel Services (PS) and Maintenance and Other Operating Expenses (MOOE) in order to ensure efficient operation of the school.

Further, you are to perform any other functions relative to your designation.

This designation will not entitle you to any financial remuneration, however, this can help you gain more knowledge as school administrator.

For your information, guidance, and compliance.

WDB/ADMIN/atm



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