



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
OSDS-2024- 110

TO : **ANNABELLE M. PERGAMINO EdD**
Master Teacher II
Ubujan Elementary School
Tagbilaran City

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

SUBJECT : **DESIGNATION AS OFFICER- IN- CHARGE OF UBUJAN
ELEMENTARY SCHOOL, TAGBILARAN CITY**

DATE : **JUNE 25, 2024**

In addition to your workload as Master Teacher II and in the exigency of service, you are hereby designated as the Officer-in-Charge for Ubujan Elementary School while Ms. Marilyn M. Goti-ay, Principal II, is on leave.

You are expected to strictly monitor the school's daily operations, follow-up and submit reports, and other functions as deemed necessary on behalf of Ms. Goti-ay to ensure the efficient operation of the school towards enabling to provision of accessible and quality basic education.

This designation will not entitle you to financial remuneration, however, it can be used for your promotion.

For your information, guidance, and compliance.

Wdb/admin/bda