



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- 117

TO : **Maricel O. Barimbao**
Head Teacher II
Cogon National High School
Tagbilaran City

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

SUBJECT : **DESIGNATION AS OFFICER-IN- CHARGE OF COGON NATIONAL
HIGH SCHOOL, TAGBILARAN CITY**

DATE : **AUGUST 2, 2024**

In addition to your workload as Head Teacher II and in the exigency of service, you are hereby designated as the Officer-in-Charge for Cogon National High School while Mr. Justino Canda, Principal II, is on leave **effective August 2, 2024 until October 31, 2024.**

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

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

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

Previous designation relative to this memorandum is deemed revoked.

For your information, guidance, and compliance.

Wdb/admin/bda

