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-2026-005

TO : **ANABELLE M. PERGAMINO**
Master Teacher II
Ubujan Elementary School

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

SUBJECT : **DESIGNATION AS OFFICER-IN-CHARGE (OIC) PRINCIPAL OF UBUJAN ELEMENTARY SCHOOL**

DATE : **November 25, 2026**

In the exigency of the service and to ensure the continuous, efficient, and effective management and operation of the school, you are hereby designated as **OFFICER-IN-CHARGE (OIC) PRINCIPAL of UBUJAN ELEMENTARY SCHOOL**, effective **December 2, 2026**, until such time that a regular School Head is appointed or until this designation is revoked or modified by this Office.

As OIC Principal, you shall perform the duties and responsibilities necessary for the day-to-day administration and supervision of the school, including the management of personnel, learners, school programs, instructional supervision, and other administrative and operational concerns, in accordance with existing DepEd policies, rules, and regulations.

You shall likewise ensure the proper implementation of Department programs, projects, and activities and maintain coordination with the Schools Division Office and other stakeholders in matters concerning school operations.

This Order shall remain in force unless sooner revoked, amended, or superseded by a subsequent issuance.

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

For your information, guidance, and compliance.

WDB/ADMIN/atm

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