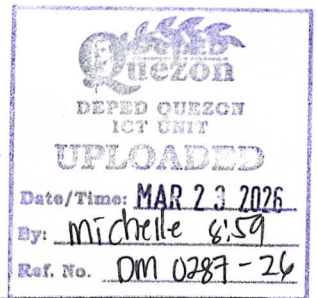




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



23 March 2026

DIVISION MEMORANDUM
No. 0287, s. 2026

OFFICER-IN-CHARGE (OIC), OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

To: Assistant Schools Division Superintendents
Division Chiefs
Section/Unit Heads
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. In view of the Top Management's personal travel to China, **ROSELYN Q. GOLFO, ASDS**, is hereby designated as the Officer-In-Charge (OIC) from March 23-29, 2026.
2. The Officer-In-Charge shall sign all routine communications except appointments, on behalf of the Head of Office.
3. In connection, all official correspondence shall be signed as follows:

FOR:

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

BY:

ROSELYN Q. GOLFO
Assistant Schools Division Superintendent

4. Immediate dissemination of this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent