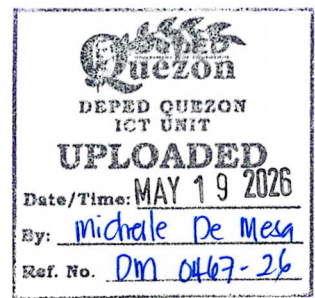




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



19 May 2026

DIVISION MEMORANDUM
No. 0467, 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 attendance to the 69th Annual National Council Meeting (ANCM) in Cebu, **ASDS ROSELYN Q. GOLFO, CESO VI** is hereby designated as the Officer-In-Charge (OIC) from May 20-22, 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, CESO VI
Assistant Schools Division Superintendent

4. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

DEPEDQUEZON-TM-SDS-04-009-003



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