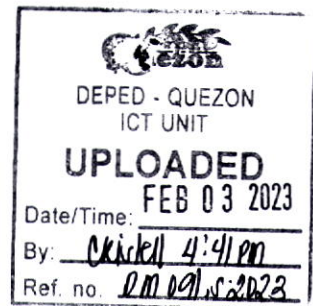




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



3 February 2023

DIVISION MEMORANDUM

DM No. 091, s. 2023

**OFFICER-IN-CHARGE (OIC) IN LIEU OF THE OIC-SCHOOLS DIVISION
 SUPERINTENDENT'S ATTENDANCE IN THE NATIONAL PLANNING
 CONFERENCE ON THE SCHOOL BUILDING PROGRAM**

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

- In view of the attendance of the undersigned to the National Planning Conference on the School Building Program, the following are hereby designated as the *Officer-in-Charge* on **February 6 to 10, 2023**. They will sign all routine communications except appointments and financial matters.

Officer-In-Charge	Schedule
ASDS Herbert D. Perez	February 6, 2023 (Monday)
SGOD Chief Elizabeth M. De Villa	February 7-8, 2023 (Tuesday to Wednesday)
CID Chief Lorena S. Walangsumbat	February 9, 2023 (Thursday)
ASDS Gregorio A. Co Jr.	February 10, 2023 (Friday)

- In this connection, official correspondence shall be signed as follows:

FOR:

ELIAS A. ALICAYA JR.

OIC- Schools Division Superintendent

BY:

(NAME OF THE OFFICER-IN-CHARGE)

(Designation of the Officer-In-Charge)

DEPEDQUEZON-TM-SDS-04-009-003



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Website: www.depedquezon.com.ph



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3. Immediate dissemination of this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

osd/skoo02/03/2023

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