



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



19 May 2023

**DIVISION MEMORANDUM**

**DM No. 344, s. 2023**

**OFFICER-IN-CHARGE (OIC) DESIGNATION ON JULY 20 to 24, 2023**

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

1. In view of the Superintendent's travel abroad, **Mr. Gregorio T. Mueco**, *Assistant Schools Division Superintendent* is hereby designated as the *Officer-In-Charge* on **July 20-24, 2023**. He will sign all routine communications and financial matters (*with approval via online of the SDS*), except personnel appointments.

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

FOR:

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

BY:

**GREGORIO T. MUECO**  
Assistant Schools Division Superintendent

3. Immediate dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

osdsSD005/ 19/2023

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