



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
Schools Division of Negros Oriental

**OFFICE MEMORANDUM**

OSDS-2024- 6506

To: **MS. LANI B. YURONG**  
Administrative Officer V  
This Office

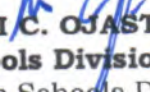
**OFFICE-IN-CHARGE DESIGNATION**

1. In view of my attendance to the Special Conference (together with the three (3) ASDSs), tomorrow, January 19, 2024 at 2:30 p.m. at the 3<sup>rd</sup> Floor Conference Room of the DepEd Regional Office, Cebu City, you are hereby directed to take charge of this Office on the aforesaid date.
2. As **OFFICE-IN-CHARGE**, you are authorized to sign travels and act on communications and reports that are routine in nature. All others, particularly those that are policies determining shall be held in abeyance until such time I report back to this Office.
3. You shall sign papers in the following manner:

By Authority of the Schools Division Superintendent:

**LANI B. YURONG**  
Administrative Officer V  
**Office-In-Charge**

4. For your information and guidance.

  
**NERI C. OJASTRO, EdD, CESO V**  
**Schools Division Superintendent**  
Office of the Schools Division Superintendent

NCO/OSDS/NCO/bmg  
January 19, 2024

7 0 JAN 2024

Address: Kagawaran Avenue, Capitol Area, Daro, Dumaguete City  
Telephone Nos. (035) 225-2838/225-2838/225-2376/422-7644





Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

16 JAN 2024

**REGIONAL MEMORANDUM**  
NO. 062 s. 2024

**SPECIAL CONFERENCE**

**TO : All Schools Division Superintendents (SDSs) & OICs**  
**All Assistant Schools Division Superintendents (ASDSs) & OICs**

1. The Department of Education (DepEd) Regional Office in its mandate ensures coordination and open communication at all levels.
2. Relative thereto, the concerned SDSs and ASDSs are hereby advised to attend for a conference on January 19, 2024 (2:30 p.m.) at the 3rd Floor Conference Room of the DepED Regional Office.
3. Matters pertaining to the reassignment of the ASDSs will be taken up. Please come in business attire.
4. Expenses incurred in attendance to the said activity shall be charged against Division/Local Funds while meals and other incidental expenses incurred by the Regional Office shall be charged against Regional Office Funds, all expenses are subject to the usual and accounting and auditing rules and regulations.
5. This Memorandum will serve as Travel Order.
6. Immediate dissemination of this Memorandum is desired.

**SALUSTIANO T. JIMENEZ, JD., Ed.D., CESO V**  
Director IV, Regional Director



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