



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

OFFICE MEMORANDUM

OSDS-2024- 0034

To: **MR. ROMEL VICTOR A. VILLAHERMOSA, MBA**
OIC-Office of the Asst. Schools Division Superintendent
This Office


OFFICE-IN-CHARGE DESIGNATION

1. In view of an urgent official concerns in Cebu City, you are hereby directed to take charge of this Office on April 16 pm to April 19, 2024.
2. As **OFFICE-IN-CHARGE**, you are authorized to sign travels and act on communications and reports that are routine in nature. In addition, you are also authorized to sign checks and other documents related to financial transactions and the like. 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:

ROMEL VICTOR A. VILLAHERMOSA, MBA
OIC, Office of the Asst. Schools Division Superintendent
Office-In-Charge

4. For your information and guidance.


NERI C. OJASTRO, EdD, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent
4/16/2024 16 APR 2024

NCO/OSDS/NCO/bmg
April 16, 2024

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