



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

December 5, 2024


DIVISION MEMORANDUM
No. 659, s. 2024

**DESIGNATION OF ADMINISTRATIVE OFFICER II AS SCHOOL IN-CHARGE IN THE
ABSENCE OF THE SCHOOL HEAD**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD & CID)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary & Secondary School Heads
Unit/Section Heads
All Others Concerned

1. This is to inform the field that in the exigency of service, the Administrative Office II of the schools are Designated as School In-Charge whenever the School Heads are on Official Leave of Absence and/or official travel.
2. As such, they are authorized to attend teleconferences/meetings to represent the school and to sign official correspondence in behalf of the School Head **except those involving financial matters, decision-making and policy determining action.**
3. They are authorized to sign and approve school memoranda and orders limited to those which are **essential to the operation of the school.**
4. Immediate dissemination of and compliance with this memorandum are desired.




MARGARITO A. CADAYONA PhD, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent



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