



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

January 26, 2022

OFFICE MEMORANDUM

No. **055**, s. 2022

To: **Ms. ELIZABETH E. CABOBOY**
Supervising Administrative Officer
Section/Unit Heads, Administrative Division
All Others Concerned

DESIGNATION AS OFFICE-IN-CHARGE OF THE ADMINISTRATIVE DIVISION

1. In the exigency of the service, you are hereby designated as Office-In-Charge of Administrative Division whenever Dr. Alejandrino L. Yman, Chief, Administrative Division (AD) could not physically report to Office.
2. As the OIC of the Administrative Division, you are authorized to perform the functions of the Chief Administrative Officer which are routinary in nature to ensure the continuous operation and uninterrupted services of the division.
3. For guidance and compliance.

EVELYN R. FETALVERO, CESO IV
Regional Director

AD-PS-COZ

