



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

**Office of the Schools Division Superintendent**

**OFFICE ORDER**

No. 451, s. 2024

**Ms. Veronica R. Chan**

Master Teacher I

Burgos Memorial School West

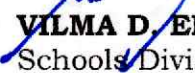
**Designation Order**

In view of the leave of absence of **Mr. Richard A. Agtutubo**, School Principal II of Burgos Memorial School West, you are hereby designated as Officer-in-Charge of Office of School Principal-Burgos Memorial School West on **October 21, 2024**.

You shall perform the duties and responsibilities attached to your designation and such other related functions as may be assigned.

This designation will not entitle the designate to additional remuneration and preferential attention to future promotion.

Please be guided accordingly.

  
**VILMA D. EDA, CESO V**  
Schools Division Superintendent



Copy Furnished:

Office of the Schools Division Superintendent  
Office of the Assistant Schools Division Superintendent  
Chief Education Supervisor – CID & SGOD  
School Heads  
201 – V. Chan



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