



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

Office of the Schools Division Superintendent

OFFICE ORDER

No. 487, s. 2024

Ms. Joy C. Ponce

Teacher III

Gov. Evaristo Singson II Memorial School

Designation Order

In view of the official travel of **Mrs. Vivian T. Del Castillo, Head Teacher III** of Gov. Evaristo Singson II Memorial School, you are hereby designated as Officer-in-Charge of Office of the School Principal-Gov. Evaristo Singson II Memorial on **November 12 - 13, 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 you to additional remuneration and preferential attention to future promotion.

Please be guided accordingly.

Vilma D. EDA
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 – J. Ponce

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