



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

**Office of the Schools Division Superintendent**

**OFFICE ORDER**

No. 585, s. 2024

**Mr. Jeffrey L. Acena**  
Master Teacher I  
Raois Elementary School

**Designation Order**

In view of the official travel of **Mr. Eric A. Bilgera**, Head Teacher III of Raois Elementary School, you are hereby designated as Officer-In-Charge of Office of the Head Teacher-Raois Elementary School on **December 18 – 19, 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 – J. Acena



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