



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

Office of the Schools Division Superintendent

OFFICE ORDER

No. 185, s. 2025

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 **March 10, 17, & 21, 2025**.

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.

[Signature]
VILMA D. EDA, CESO V
Schools Division Superintendent

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
06 MAR 2025
RELEASED
BY: *[Signature]*

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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