



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

Office of the Schools Division Superintendent

OFFICE ORDER

No. 168, s. 2025

Ms. Sherelyn Riodil  
Administrative Officer IV  
School Division Office  
Vigan City


Designation Order

In view of the leave of absence of **Mrs. Daisy A. Ancheta**, Administrative Office IV (Cash), you are hereby designated as Officer-In-Charge of the Office of the AO IV (Cash) on **March 28 & April 04, 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.

  
**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 – S. Riodil



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
Telephone No: (077) 722-20-23 / (077) 632-05-33  
Email Address: vigan.city@deped.gov.ph  
Website: www.depedvigancity.com

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