



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

Office of the Schools Division Superintendent

OFFICE ORDER

No. 317, s. 2025

Ms. Jessie A. Ponce
Master Teacher I
Vigan Central School

Designation Order

In view of the official travel of **Mrs. Ana A. Castor**, School Principal IV of Vigan Central School, you are hereby designated as Officer-in-Charge of Office of the School Principal-Vigan Central School on **June 25 – 27, 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

Copy Furnished:

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



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