



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

**Office of the Schools Division Superintendent**

**OFFICE ORDER**

No. 342, s. 2025

**Ms. Nicole A. Gascon**  
Administrative Officer II  
Tamag Elementary School

**Designation Order**

In view of the official business of **Ms. Leticia A. Pugrad, School Principal I** of Tamag Elementary School, you are hereby designated as Officer-in-Charge of Office of the School Principal-Tamag Elementary School on **July 09 – 10, 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.

Issued this 9<sup>th</sup> day of July, 2025.

  
**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 – N. Gascon



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