



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

Office of the Schools Division Superintendent

OFFICE ORDER

No. 412, s. 2025

**Ms. Krystel Elaine Marie Catura**  
Administrative Officer II  
Burgos Memorial School West

Designation Order

In view of the leave of absence of **Ms. Karen A. Frando**, 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 **August 05 – 06, 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 5<sup>th</sup> day of August, 2025.

*[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 – K. Catura



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