



2508-969

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

**Office of the Schools Division Superintendent**

**OFFICE ORDER**

No. 422, s. 2025

**Ms. Daisy A. Ancheta**

Administrative Officer IV (Cash)

Vigan City

**Designation Order**

In view of the leave of absence of **Mrs. Sherelyn B. Riodil**, Administrative Office IV (Records), you are hereby designated as Officer-In-Charge of the Office of the AO IV (Records) on **August 14 - 15, 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 11<sup>th</sup> day of August, 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 – D. Ancheta

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