



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

**Office of the Schools Division Superintendent**

**OFFICE ORDER**

No. 444, s. 2025

**Ms. Grace Formoso**  
Administrative Officer II  
Mindoro Elementary School


**Designation Order**

In view of the official business and leave of business of **Ms. Azenith A. Ramos**, School Principal I of Mindoro Elementary School, you are hereby designated as Officer-in-Charge of Mindoro Elementary School on **August 18 – 23, & 26, 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 18<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 – G. Formoso



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