



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

July 6, 2025

SPECIAL ORDER

No. 1 s. 2025

Mrs. Marinel T. Valdez
Head Teacher II
San Julian Elementary School

ASSIGNMENT ORDER

In view of your recent promotion and the approved leave of absence of Mr. Pablo Bañaga Jr., Head Teacher III, you are hereby designated as **Officer-in-Charge** of **San Julian Elementary School**. Furthermore, you are mandated to perform the duties and responsibilities attached to your position and such other related functions as may be assigned.

It is understood that you may be transferred/reassigned to another school within the division where you are presently deployed or where your services are needed.

It is advised, therefore, that you clear yourself from money and property accountabilities and submit the same to this Office not later than **August 11, 2025**.

This order shall take effect on **August 8, 2025**.


VILMA D. EDA, CESO V,
Schools Division Superintendent

Conforme:


Mrs. Marinel Valdez
Head Teacher II

Copy furnished:

Vivian Del Castillo
Principal I-CAPEs

201 File – M. valdez



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@deped.gov.ph
Website: www.depedvigancity.com

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