



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

**Office of the Schools Division Superintendent**

**OFFICE ORDER**

No. 489, s. 2025

**Ms. Daisy A. Ancheta**  
Administrative Officer IV (Cash)  
School Division Office  
Vigan City

**Designation Order**

In view of the leave of absence of **Mr. Mark Allen P. Sinogo**, Administrative Office IV (Supply), you are hereby designated as Officer-In-Charge of the Office of the AO IV (Supply) on **September 11, 12, & 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 8<sup>th</sup> day of September, 2025.

*[Handwritten 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 – D. Ancheta



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