



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

**Office of the Schools Division Superintendent**

**OFFICE ORDER**

No. 578, s. 2025

**MS. KATRINE ANNE R. ARCE**

Administrative Officer II  
San Julian Elementary School  
Vigan City

**Designation Order**

In view of the official business of **MARINEL T. VALDEZ**, Head Teacher II, you are hereby designated as Officer-in-Charge of the Office of the Head Teacher on **October 9-11, 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 the designate to additional remuneration and preferential attention to future promotion.

Issued this 6<sup>th</sup> day of October 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 – K. ARCE

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