



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

**Office of the Schools Division**

**OFFICE ORDER**

No. 620, s. 2025

**Ms. Marites P. Iniba**  
Master Teacher II  
Vigan National High School East

**Designation Order**

In view of the official leave of **Ms. Anita R. Presto**, you are hereby designated as Officer-in-Charge of the Office of the School Principal IV on **November 7, 10, 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 4<sup>th</sup> day of November, 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 – M. Iniba

