



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

Office of the Schools Division Superintendent

OFFICE ORDER

No. 633, s. 2025

Ms. Grace Formoso

Administrative Officer II

Mindoro Elementary School

Designation Order

In view of the leave of absence of **Ms. Azenith A. Ramos, School Principal I** of Mindoro Elementary School, you are hereby designated as Officer-in-Charge of Office of the School Principal-Mindoro Elementary School on **November 17, 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 12th 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 – G. Formoso



Address: Mena Crisolago 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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