



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

Office of the Schools Division

OFFICE ORDER

No. 637, s. 2025

Ms. Gemalyn P. Lampote
Administrative Officer II
Vigan Central School
Vigan City

Designation Order

In view of the official travel of **Ms. Ana A. Castor**, you are hereby designated as Officer-in-Charge of the Office of the School Principal IV on **November 12-13, 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 13th day of November, 2025.

f / f / b
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 – A. Castor



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