



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

**Office of the Schools Division**

**OFFICE ORDER**

No. 639, s. 2025

**Ms. Nicole Arce**

Administrative Officer II  
Tamag Elementary School  
Vigan City

**Designation Order**

In view of the official business of **Ms. Leticia A. Pugrad**, you are hereby designated as Officer-in-Charge of the Office of the School Principal I on **November 13-15, 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 13<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 – N. Arce



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