



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

Office of the Schools Division

OFFICE ORDER

No. 647, s. 2025

Ms. Nicole E. 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 19-21, 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 17th 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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