



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

Office of the Schools Division Superintendent

OFFICE ORDER

No. 678, s. 2025

Ms. Daisy A. Ancheta
Administrative Officer IV (Cash)
Vigan City

Designation Order

In view of the leave of absence of **Mrs. Sherelyn B. Riodil**, Administrative Office IV (Records), you are hereby designated as Officer-In-Charge of the Office of the AO IV (Records) on **December 23 & 26, 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 2nd day of December, 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 – D. Ancheta

