



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

Office of the Schools Division Superintendent

OFFICE ORDER

No. 402, s. 2025

ANA A. CASTOR

School Principal IV
Vigan Central School

DESIGNATION ORDER

In view of the official travel of the undersigned to attend the Together in Mind and Heart: Fostering Gender- Inclusive and Mentally Healthy Workplace in SDO Vigan City at Plaza Del Norte Hotel and Convention Center-Keeners, Inc., Laoag City, Ilocos Norte, you are hereby designated as the Officer-In-Charge of the Schools Division Office on **December 18-19, 2025**.

You shall act only on routine matters not needing any disbursement of funds and personnel actions not needing the discretion of the undersigned.

Please be guided accordingly.

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

