



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

Office of the Schools Division Superintendent

OFFICE ORDER

No. 703, s. 2025

Ms. Grace Formoso
Administrative Officer II
Mindoro Elementary School

Designation Order

In view of the leave of absence of **Ms. Azenith A. Ramos, School Principal I** of Mindoro Elementary School, you are hereby designated as Officer-in-Charge of Office of the School Principal-Mindoro Elementary School on **December 18, 22, 23, 26, & 29, 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 16th 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 – G. Formoso



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