



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

**Office of the Schools Division Superintendent**

**OFFICE ORDER**

No. 69, s. 2026

**Ms. Nicole E. Arce**  
Administrative Officer II  
Tamag Elementary School

**Designation Order**

In view of the leave of absence of **Ms. Leticia A. Pugrad**, School Principal II of Tamag Elementary School, you are hereby designated as Officer-in-Charge of Tamag Elementary School on **February 11, 2026**.

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 10<sup>th</sup> day of February, 2026.

  
**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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