2602-1977

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

**Office of the Schools Division Superintendent**

**OFFICE ORDER**
**No. 100, s. 2026**

**Ms. Daisy 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 **March 25 – 27, 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 3rd day of March, 2026.

**VILMA D. EDA, CESO V**
Schools Division Superintendent

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
03 MAR 2026
RELEASED
BY:

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