



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

Office of the Schools Division Superintendent

12 MAR 2026

**OFFICE ORDER**

No. 118, s. 2026

**Ms. Katrine Anne R. Arce**  
Administrative Officer II  
San Julian Elementary School

**Designation Order**

In view of the leave of absence of **Ms. Marinel T. Valdez**, Officer – in - Charge of San Julian Elementary School, you are hereby designated as Officer-in-Charge of Office of the School Principal - San Julian Elementary School on **March 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 12<sup>th</sup> day of March, 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 –K. Arce



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