



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

**Office of the Schools Division Superintendent**

**OFFICE ORDER**

No. 01, s. 2025

**ATTY. KIM R. TAGORDA**

Administrative Officer V  
SDO Vigan City

**DESIGNATION ORDER**

In view of the official travel of the undersigned to attend the Regional Festival of Talents at Laoag City, Ilocos Norte, you are hereby designated as the Officer-In-Charge of the Schools Division Office on **March 3, 2026**.

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- Atty. K. Tagorda



**Address:** Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
**Telephone No:** (077) 722-20-23 / (077) 632-05-33  
**Email Address:** vigan.city@deped.gov.ph  
**Website:** [www.depedviganacity.com](http://www.depedviganacity.com)

Your Feedback is important to us. Visit this link [bit.ly/SDOViganCityCSM](https://bit.ly/SDOViganCityCSM)

