



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

**Office of the Schools Division Superintendent**

22 APR 2026

**OFFICE ORDER**

No. 51, s. 2026

**Ms. Willie Vanne Pre**  
Administrative Assistant III  
Burgos Memorial School East

**Designation Order**

In view of the leave of absence of **Ms. Dina Q. Rivad, School Principal II** of Burgos Memorial School East, you are hereby designated as Officer-in-Charge of Office of the School Principal-Burgos Memorial School East on **April 22 – 23, 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 22<sup>nd</sup> day of April, 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- W.Pre



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

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

