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

Office of the Schools Division Superintendent

06 MAY 2026

OFFICE ORDER

No. 168, s. 2026

Ms. Daisy A. Ancheta
Administrative Officer IV (Cash)
Schools Division Office
Vigan City

Designation Order

In view of the wellness leave of **Ms. Sherelyn B. Riodil**, Administrative Officer IV (Records), you are hereby designated as Officer-in-Charge of the Office of the AO IV (Records) on **May 18, 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 6th day of May 2026.

VILMA D. EDA, CESO V
Schools Division Superintendent

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
06 MAY 2026
RELEASED
BY: [Signature]

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



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