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

**Office of the Schools Division Superintendent**

09 JUN 2026

**OFFICE ORDER**

No. 223, s. 2026

**Mr. Ferdinand F. Flores**

Administrative Officer IV (BAC)  
School Division Office  
Vigan City

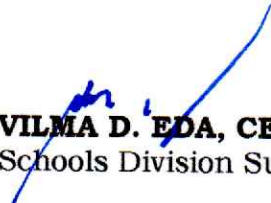
**Designation Order**

In view of the official travel of **Ms. Maria Bernadette Sarmiento**, Administrative Office IV (Supply), you are hereby designated as Officer-In-Charge of the Office of the AO IV (Supply) on **June 10 - 11, 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 08<sup>th</sup> day of June, 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 – F. Flores



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.depedvigan.city.com

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



June 8, 2026

**VILMA D. EDA, CESO V**  
 Schools Division Superintendent  
 Schools Division Office  
 Vigan City, Ilocos Sur

Ma'am:

Greetings!

In connection to my official travel on June 10-11, 2026 to attend the Kumustahan with Supply Officers and Administrative Officer II (School Property Custodian at J & V Hotel and Resort, Brgy. Sevilla, San Fernando City, La Union, may I recommend the following as Officer-In-Charge of the Supply Unit, for your approval:

1. Mrs. Daisy A. Ancheta – Administrative Officer IV
2. Mrs. Sherelyn B. Riodil - Administrative Officer IV
3. Ms. Greatest Yeng C. Molina- Administrative Officer IV  
 - (OB on June 11, 2026)
4. Mr. Ferdinand F. Flores - Administrative Officer IV

I anticipate with profound gratitude for your favorable response regarding this request.

Very truly yours,

*Maria Bernadette R. Sarmiento*  
**MARIA BERNADETTE R. SARMIENTO**  
 Administrative Officer IV

Noted by:

*K. Tagorda*  
**ATTY. KIM R. TAGORDA**  
 Attorney III

Approved by:

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



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2000-720

No. \_\_\_\_\_

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

SCHOOLS DIVISION OFFICE  
DEPED VIGAN CITY  
05 JUN 2026  
**RECEIVED**  
BY: *[Signature]*

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>NAME</b>	MARIA BERNADETTE R. SARMIENTO GIRO ANTHONY P. FLANDEZ
<b>Position/Designation</b>	ADMINISTRATIVE OFFICER IV ADMINISTRATIVE AIDE VI
<b>Permanent Station</b>	SUPPLY UNIT
<b>Purpose of Travel</b> <i>(must be supported by attachments)</i>	To attend the Kumustahan with Supply Officers and Administrative Officer II (School Property Custodian)
<b>Inclusive Dates</b>	June 10-11, 2026
<b>Destination</b>	J&V Hotel and Resort, Bgry. Sevilla, San Fernando City, La Union
<b>Fund Source</b>	MOOE

We hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.

*[Signature]*  
MARIA BERNADETTE R. SARMIENTO  
ADMINISTRATIVE OFFICER IV

\_\_\_\_\_  
Name and Signature of Requesting Employee

\_\_\_\_\_  
Date

*[Signature]*  
GIRO ANTHONY P. FLANDEZ  
ADMINISTRATIVE AIDE VI

\_\_\_\_\_  
Name and Signature of Requesting Employee

\_\_\_\_\_  
Date

This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.

*[Signature]*  
ANNIE D. PAGDILAO, EdD., CESO VI  
ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

\_\_\_\_\_  
Name and Signature of Recommending Authority

\_\_\_\_\_  
Date

**APPROVED**

*[Signature]*  
VILMA D. EDA, CESO V  
SCHOOLS DIVISION SUPERINTENDENT

\_\_\_\_\_  
Name and Signature of Approving Authority

SCHOOLS DIVISION OFFICE  
DEPED VIGAN CITY  
04 JUN 2026  
**RELEASED**  
BY: *[Signature]*

\_\_\_\_\_  
Date