



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

Office of the Schools Division Superintendent

18 JUN 2026

OFFICE ORDER

No. 249, s. 2026

Mr. Ferdinand F. Flores
Administrative Officer IV (Procurement)
Vigan City

Designation Order

In view of the leave of absence of **Mrs. Sherelyn B. Riodil**, Administrative Office IV (Records), you are hereby designated as Officer-In-Charge of the Office of the AO IV (Records) on **June 22, 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 17th 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.depedviganacity.com

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