



2606-2457

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

Office of the Schools Division Superintendent

30 JUN 2026

OFFICE ORDER

No. 257, s. 2026

Ms. Krystel Elaine Marie U. Catura
Administrative Officer II
Burgos Memorial School West
Vigan City

Designation Order

In view of the leave of absence of **Ms. Karen Gay A. Cu, Administrative Assistant III** of Burgos Memorial School West, you are hereby designated as Officer-in-Charge – Bookkeeper of Burgos Memorial School West on **June 23 – July 10, 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 29th 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 – K. Catura



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