



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

Office of the Schools Division Superintendent

15 SEP 2026

OFFICE ORDER

No. 411, s. 2026

Ms. Katrine Anne Arce

Administrative Officer IV (Cash)
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 **September 15, 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 14th day of September, 2026.

Ami f. gda
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. Arce

