



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

2609-2995

Office of the Schools Division Superintendent

05 OCT 2026

**OFFICE ORDER**

No. 490, s. 2026

**Ms. Grace D. Formoso**  
Administrative Officer II  
Mindoro Elementary School

**Designation Order**

In view of the approved leave of **Ms. Azenith A. Ramos**, School Principal I of Mindoro Elementary School, you are hereby designated as Officer-in-Charge of Mindoro Elementary School on **October 1-2, 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 1<sup>st</sup> day of October, 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 – G. Formoso



📍 Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
☎ (077) 722-20-23 / (077) 632-05-33  
✉ vigan.city@depd.gov.ph  
🌐 www.depdvigancity.com