



Republic of the Philippines  
**Department of Education**

REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

*Office of the Schools Division Superintendent*

**OFFICE MEMORANDUM**

No. 018, s. 2022

TO: Chief of Functional Divisions  
All Others Concerned

SUBJECT: **DESIGNATION AS OFFICER-IN-CHARGE OF THE DEPED NORTHERN SAMAR DIVISION**

DATE: May 26, 2022

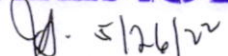
1. In the exigency of service, the following are hereby designated as Office-In-Charge of the Division Office in the event that the Schools Division Superintendent (SDS), Assistant Schools Division Superintendent (ASDS) and the CID/SGOD Chief will be on official travel or on leave.

NAME	DESIGNATION	SCHEDULE
Dr. MANUEL LIPATA	EPS	MAY 2022
Dr. FELIX LADEÑO	EPS	JUNE 2022
Dr. JULITO LAGRIMAS	EPS	JULY 2022
Dr. SYLVIA D. VILLANUEVA	EPS	AUGUST 2022
Dr. NELIDA LOBOS	EPS	SEPTEMBER 2022
Dr. MARITES GUILLERMO	EPS	OCTOBER 2022
Dr. OMAR TY	EPS	NOVEMBER 2022
Dr. EMILY ADARAYAN	EPS	DECEMBER 2022
Atty. RISTY ADARAYAN	Legal Officer	JANUARY 2023
Dr. ELNA ENANO	EPS	FEBRUARY 2023
Dr. ISAGANI LICAS	EPS	MARCH 2023
Dr. LUCILA BALONDO	EPS	APRIL 2023
MICHELLE CAGUIMBAL	Administrative Officer V	MAY 2023

2. As such, they are authorized to sign official correspondence for and in behalf of the Schools Division Superintendent and Assistant Schools Division Superintendent except those involving decision making, policy determining actions, and financial matters.
3. For your guidance and compliance.

  
**LANI H. CERVANTES, CESO VI**  
Schools Division Superintendent 

**RELEASED**

  
5/26/22