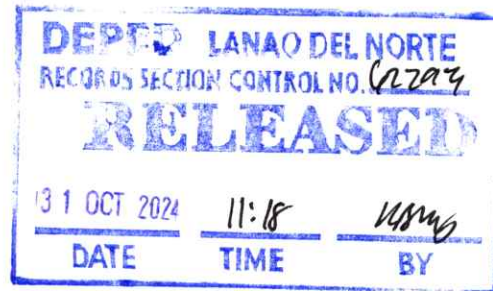




Republic of the Philippines
Department of Education

Region X

SCHOOLS DIVISION OF LANA DEL NORTE
PIGCARANGAN, TUBOD, LANA DEL NORTE



October 30, 2024

DIVISION MEMORANDUM
NO. 534, s.2024

SCHOOL GOVERNANCE AND OPERATIONS DIVISION SKELETON STAFF

To **ASSISTANT SCHOOLS DIVISION SUPERINTENDENT**
CHIEF EDUCATION SUPERVISOR – CID
CHIEF EDUCATION SUPERVISOR – SGOD
PUBLIC SCHOOLS DISTRICT SUPERVISORS AND COORDINATING PRINCIPALS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
All Concerned
This Division

1. In view of the Capacity Building of the School Governance and Operations Division (SGOD) on **November 7-8, 2024** at Luxe Hotel, Cagayan de Oro City, this Office hereby directs the following school heads as Officers In-charge of the different offices and sections of the SGOD, to wit;

Office of the SGOD Chief
Special Programs & Physical Facilities
Human Resource Development
Planning and Research
Monitoring and Evaluation
Social Mobilization and Networking
Health and Nutrition Section

Marites A. Cabigas, P – I
Alvin C. Perez, P - I
Grace M. Deloria, P - I
Soledad S. Cabardo, P - I
Hazel L. De Guzman, P - I
Ellen O. De Guzman, P-III
Orlando T. Bagsican Jr., P - I

2. The above-concerned personnel are to perform the duties and responsibilities attached to the designation by attending to routinary communications on the aforementioned dates. Financial transactions as well as policy-determining matters shall be held in abeyance until the official signing authority will be on duty. The Schools Division Superintendent and the SGOD Chief shall be immediately informed should there be any pressing concern/s that require critical decision making.
3. This Memorandum shall serve as Travel Authority.
4. Travel expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is desired.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:

DIVISION MEMO SKELETON STAFF jmp