



Republic of the Philippines  
**Department of Education**  
REGION II - CAGAYAN VALLEY  
SCHOOLS DIVISION OF BATANES

0497  
April 17, 2023

**DIVISION MEMORANDUM**

No. 118, s. 2023

**DESIGNATION OF VIOLETA B. GASILAO AS OFFICER IN-CHARGE OF THE  
SCHOOLS DIVISION OFFICE OF BATANES**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
SDO Section/Unit Heads  
Elementary and Secondary School Heads  
This Schools Division

1. In view of the attendance of the undersigned to several activities in the Regional Office, this office is hereby designating **VIOLETA B. GASILAO**, Chief Education Supervisor, Curriculum and Implementation Division as Officer In-Charge, Office of the Schools Division Superintendent effective April 21, 2023 until the Schools Division Superintendent reports back to his office.
2. This designation carries with it the authority and responsibilities stated in the attached Terms of Reference but without additional remuneration.
4. For your information and guidance.

**ALFREDO B. GUMARU JR. EdD, CESO V**  
Schools Division Superintendent *G*

Encl: As stated  
References: None

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

**ASSIGNMENT/REASSIGNMENT**

OSDS/abgj/ebe

RI-04-23-074



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(Enclosure to the Division Memorandum No. 118s. 2023)

### **TERMS OF REFERENCE**

<b>DESIGNATION</b>	<b>DUTIES AND RESPONSIBILITIES</b>
<b>Officer In-Charge, Office of the SDS</b>	<ul style="list-style-type: none"><li>• Take care of routinary activities in the Schools Division Office</li><li>• Opening official communications and referring them to the Schools Division Superintendent</li><li>• Fiscal matters and transactions that need decision-making are acted only by the SDS.</li><li>• Represent the SDS in his division, community &amp; Agencies.</li><li>• Signs Purchase Request and Purchase Order as per alternate Head of Procuring Entity (HOPE) for school based procurements only.</li></ul>

Please be guided accordingly.

Approved:

  
**ALFREDO B. GUMARU JR. EdD, CESO V**  
Schools Division Superintendent

Conforme:

  
**VIOLETA B. GASILAO**  
Chief Education Supervisor, CID



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