



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

June 9, 2023

DIVISION MEMORANDUM

No. 164, s. 2023

**DESIGNATION OF VIRGINIA A. VINALAY AS OFFICER IN-CHARGE OF THE
SCHOOLS DIVISION OFFICE OF BATANES**

To: 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 **VIRGINIA A. VINALAY**, Administrative Officer V as Officer In-Charge, Office of the Schools Division Superintendent effective June 13, 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

Encl: As stated
References: None

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

ASSIGNMENT/REASSIGNMENT

OSDS/ abgj/ ebe



Address: Basco, Batanes, 3900
Contact No.: 09996027630; 09163509382
Email Address: batanes@deped.gov.ph
Website: depedbatanes.ph
Facebook: [facebook.com/deped.batanes](https://www.facebook.com/deped.batanes)

MATATAG
Bansang Makabata Batang Makabansa

Doc Code:	FM-ORD-005	Rev:	00
As of:	Jul 2, 2018	Page:	1

(Enclosure to the Division Memorandum No. 164s. 2023)

TERMS OF REFERENCE


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

Please be guided accordingly.

Approved:


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

Conforme:


VIRGINIA A. VINALAY
Administrative Officer V



Address: Basco, Batanes, 3900
Contact No.: 09996027630; 09163509382
Email Address: batanes@deped.gov.ph
Website: depedbatanes.ph
Facebook: facebook.com/deped.batanes

MATATAG
Bansang Makabata Batang Makabansa

Doc Code:	FM-ORD-005	Rev:	00
As of:	Jul 2, 2018	Page:	2