



Republic of the Philippines
Department of Education
Region II – Cagayan Valley

062327002

OFFICE MEMORANDUM/ORDER

No. 250, s. 20____

To : **ATTY. JOSE MARIO M. MACARILAY**
Chief Administrative Officer

From : **BENJAMIN D. PARAGAS PhD., CESO III**
Director / Regional Director

Date : June 21, 2022

Subject: **DESIGNATION AS OFFICER-IN-CHARGE OF THE REGIONAL OFFICE**

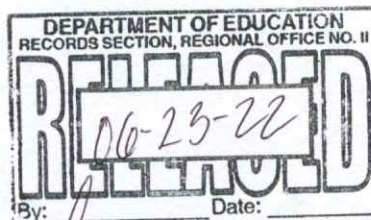
You are hereby designated as Officer -In-Charge of the Regional Office on June 22-24, 2022 while the Regional Director is on official travel.

Your designation authorizes you to sign official documents, for endorsement or dissemination such as: regional memo, request for NCA/SARO, approved request for authority to travel outside the region, provided concerned personnel are identified as participants and with the recommendation of the concerned Chief or School Division Superintendent. You shall also be expected to decide on simple matters pertaining to the delivery of services in the field. This designation, however, does not authorize you to approve request for payment of claims, purchase request, purchase order, and conduct of activities or training.

Further, please apprise the Office of the Regional Director of what transpired during your designation as Officer-in-Charge of the Regional Office by submitting a report thereof.

For your information, guidance and strict compliance.

ORD/bdp/kta



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