



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

August 20, 2025

OFFICE MEMORANDUM

AD- 2025

**DESIGNATION AS OFFICE-IN-CHARGE OF THE ADMINISTRATIVE
 DIVISION**

To: **MS. ELIZABETH E. CABOBOY**
 Supervising Administrative Officer
 Administrative Division

1. In view of the official travel of **Ms. Rosemarie M. Guino**, Chief, Administrative Division, you are hereby designated as Office-In-Charge of the Administrative Division on **August 22, 2025**.
2. As the OIC of Administrative Division, you are authorized to perform the functions of the Chief of Administrative Division, which are routinary in nature to ensure the continuous operation and uninterrupted services of the office.
3. For guidance and compliance.



RONEL AL K. FIRMO, CESO IV
 Assistant Regional Director
 Officer-In-Charge
 Office of the Regional Director

AD-CSA