



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

August 20, 2025

OFFICE MEMORANDUM
AD-2025 420

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 **September 1-3, 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.



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

AD-CSA



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph

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