



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.



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

AD-CSA