



Republic of the Philippines  
Department of Education  
Region V - Bicol  
SCHOOLS DIVISION OFFICE OF CAMARINES NORTE



TO : **ARISTOTLE S. DECENA**  
Public Schools District Supervisor

FROM : **CRESTITO M. MORCILLA, CESO V**  
Schools Division Superintendent

SUBJECT : **DESIGNATION AS OFFICER-IN-CHARGE (OIC)**

DATE : **March 30, 2026**

In view of my attendance to the CY 2026 Second Regular Regional Management Committee (ReManCom) Meeting, you are hereby designated as the **Officer-In-Charge (OIC)** of the Division on **April 6 - 7, 2026**.

For this purpose, you will sign official documents, as follows:

(Signature here)  
for: **CRESTITO M. MORCILLA**  
Schools Division Superintendent

It is emphasized that matters pertaining to **policymaking, fiscal** and **confidential issues**, and those that require opinion and decision must wait for the Schools Division Superintendent. These include appointments and transfer and/or designations of personnel as Officer-In-Charge. Project and activity proposals with financial requirements shall only be approved by the Schools Division Superintendent. Likewise, **division memoranda and other related issuances shall only be signed by the Schools Division Superintendent** including the travel orders for Division Officials, teaching and non-teaching personnel outside the region. The OIC is authorized to sign all certificates of appearance for clients during the specified duration. Additionally, DepEd vehicles must be used with great caution and care and should be driven by the official DepEd driver.

Furthermore, you will represent the OSDS at official and civic functions.

A report on all your signed documents and activities participated in for the OSDS should be prepared and submitted by **April 8, 2026**.

For compliance.



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