Republic of the Philippines

DEPARTMENT OF EDUCATION

Region VII, Central Visayas

Division of Negros Oriental

**District of La Libertad**

June 24, 2014

**ADMEL L. LAQUINON**

Teacher- I

Aya Elementary School

Sir:

Greetings!

You are hereby designated **Officer-In-Charge** of Aya Elementary School every time the undersigned is on official business, on leave or any instances that he is out of the school. You are expected to discharge the duties and make decisions as designated school head when it is deemed necessary.

Thank you and more power!

Very truly yours,

**DICKY R. ELENTORIO**

 School Head