



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF DASMARIÑAS
FRANCISCO E. BARZAGA INTEGRATED HIGH SCHOOL
BRGY. SAN JOSE, CITY OF DASMARIÑAS, CAVITE

20 Sep 2026

SCHOOL MEMORANDUM

No. **258**, s. 2026

DESIGNATION OF OFFICER-IN-CHARGE

To: All Teaching Personnel
All Non-Teaching Personnel
All Others Concerned

1. In view of my approved leave of absence on September 21, 2026, Dr. Ruby Ann V. Saron, Master Teacher I/OIC-Assistant Principal for Academics (SHS), is hereby designated as Officer-in-Charge (OIC) of Francisco E. Barzaga Integrated High School for the duration of my absence.
2. Mr. Freddie S. Bueno, Master Teacher II/OIC-Assistant Principal for Academics (JHS), **shall assist the Officer-in-Charge in the supervision and management of school operations, particularly concerning Junior High School programs, projects and activities.**
3. As Officer-in-Charge, Dr. Saron shall oversee the day-to-day operations of the school and exercise the necessary administrative functions to ensure the continuous and efficient delivery of educational services. The OIC shall attend to urgent matters requiring immediate action and make decisions within the scope of delegated authority.
4. **During the period of designation, Dr. Ruby Ann V. Saron shall serve as the authorized signatory for routine communications, documents, reports, and other school-related transactions. However, documents, reports, and matters that specifically require the signature and authority of the School Head/Principal shall be acted upon my return, unless otherwise authorized by higher authorities.**
5. This designation shall take effect on September 21, 2026 and shall remain in force until my return to duty.



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6. All teaching and non-teaching personnel are hereby directed to extend their full cooperation and support to the designated officials to ensure the smooth and uninterrupted operation of the school.
7. Immediate dissemination of and strict compliance with this Memorandum are hereby enjoined.



JEFFREY D. PENALES
School Principal I