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

10 Nov 2026

SCHOOL MEMORANDUM
No. **328**, s. 2026

DESIGNATION OF OFFICER-IN-CHARGE

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

1. In view of the attendance of the undersigned in the **Regional Orientation-Workshop on the Operationalization and Implementation Guidelines of Flexible Learning Programs (FLP's)**, pursuant to Division Memorandum No. 866, s. 2026, scheduled on November 11–12, 2026, at Tanza Oasis Hotel and Resort, **Mr. Freddie S. Bueno, Master Teacher II/OIC-Assistant Principal for Academics (JHS),** is hereby designated as Officer-in-Charge (OIC) of Francisco E. Barzaga Integrated High School for the duration of my absence.

2. As Officer-in-Charge, Mr. Bueno shall oversee the day-to-day operations of the school and perform the necessary administrative functions to ensure the continuous and efficient delivery of educational services. He shall attend to urgent matters requiring immediate action and make decisions within the scope of his delegated authority.

3. During the period of designation, Mr. Freddie S. Bueno shall serve as the authorized signatory for routine communications, documents, reports, and other school-related transactions, subject to existing DepEd policies and applicable guidelines. However, documents, reports, and matters that specifically require the signature and authority of the School Head/Principal shall be held in abeyance until the return of the undersigned, unless otherwise authorized by higher authorities.

4. This designation shall take effect on November 11–12, 2026, and shall remain in force until the return of the undersigned to duty.

5. All teaching and non-teaching personnel are hereby directed to extend their full cooperation and support to the designated Officer-in-Charge to ensure the smooth and uninterrupted operation of the school.

6. Immediate dissemination of and strict compliance with this Memorandum are hereby enjoined.

JEFFREY D. PENALES
School Principal I