



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ILOCOS SUR
Bantay, Ilocos Sur



04 June 2019

DIVISION MEMORANDUM

No. 143, s. 2019

**PROPER ADDRESSING OF OFFICERS-IN-CHARGE DESIGNATED BY THE
SECRETARY TO OFFICERS OF THIRD LEVEL POSITIONS**

To: OIC-ASDS
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary School Heads
Public Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

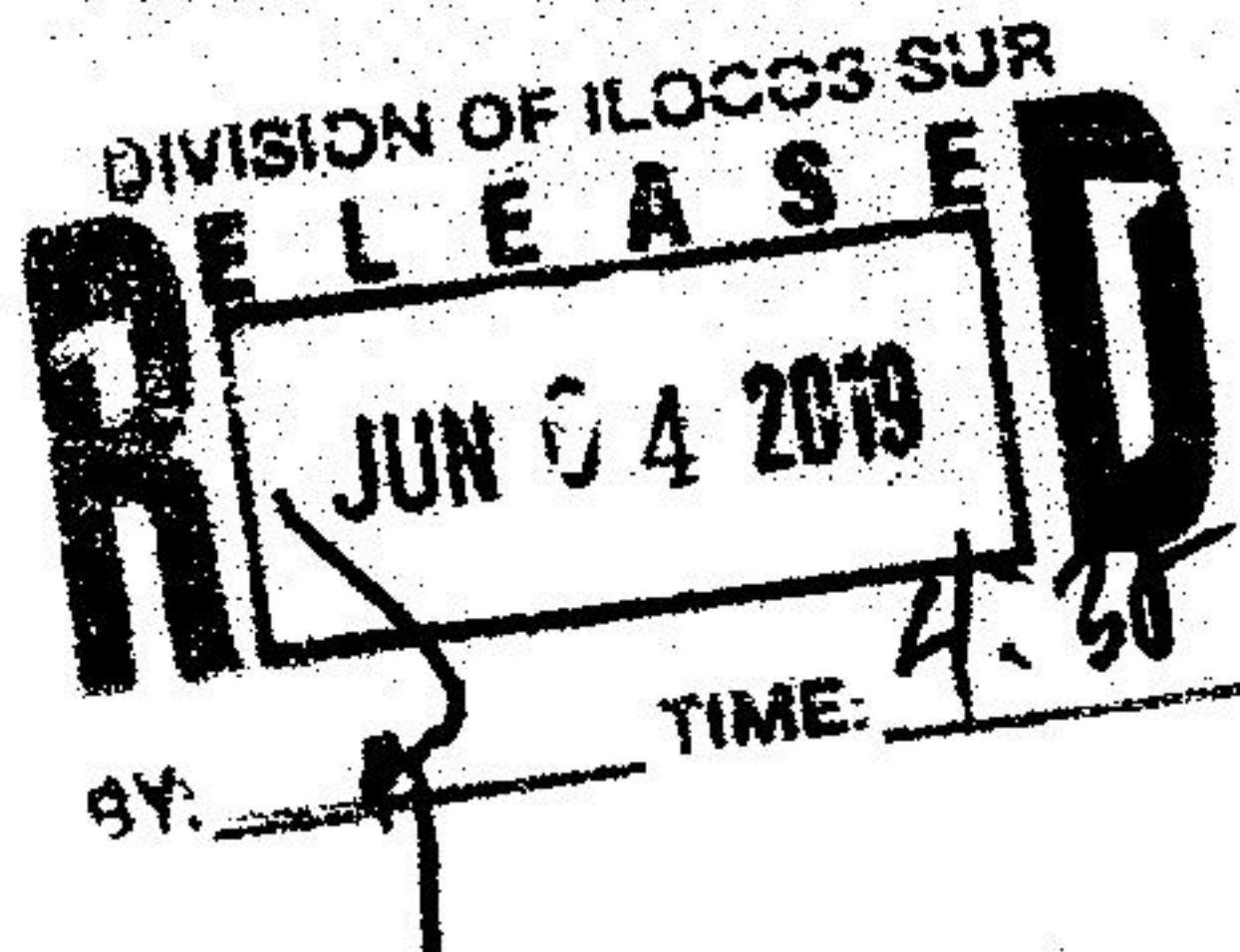
1. Secretary Leonor Magtolis Briones issued a Memorandum dated May 31, 2019 regarding the appropriate manner of addressing Officers-In-Charge (OICs) designated by the Secretary to offices of Third Level positions requiring appointment by the President.
2. OICs designated to occupy offices of Third Level positions shall not be addressed as Undersecretaries, Assistant Secretaries, Directors, Assistant Directors, Schools Division Superintendent or Assistant Schools Division Superintendents. Such manner of addressing third level officials shall only be used after issuance of appointment papers from the Office of the President.
3. As a guide and in view of the above directive, the following is the appropriate manner of addressing Dr. Arnel C. Doctolero:

ARNEL C. DOCTOLERO

School Principal IV

Officer-In-Charge, Office of the Assistant Schools Division Superintendent

4. Widest dissemination of this Memorandum is desired.
5. This memorandum takes effect immediately.



GEMMA Q. TACHUY, CESO V
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

Officer-In-Charge

Addressing of OICs

Third Level Officials