



Republic of the Philippines  
**Department of Education**  
Region V – Division of Sorsogon  
**GALLANSA NATIONAL HIGH SCHOOL**  
San Pedro, Irosin, Sorsogon

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**OFFICE OF THE PRINCIPAL**

16 September 2024

MEMORANDUM To: ASP – SHS  
Administrative Officer IV (JHS)

In view of the undersigned's mandatory leave on September 19-20 and September 23-25, 2024, the following personnel are hereby designated as Officer-In-Charge (OIC) for the indicated periods:

- Joyce F. Pardo, AO IV – September 19-20, 2024
- Marivic A. Añonuevo, ASP SHS – September 23-25, 2024

During these dates, the designated OICs are instructed to ensure the smooth and continuous operation of the school and make necessary decisions in line with the policies and regulations of the Department of Education.

For your information, guidance and compliance.

**MARIA TERESITA F. REALO**  
School Principal III