



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

August 17, 2026

DIVISION MEMORANDUM

No. 346, s. 2026

**DESIGNATION OF THE OFFICER-IN-CHARGE OF THE OFFICE OF THE
SCHOOLS DIVISION SUPERINTENDENT**

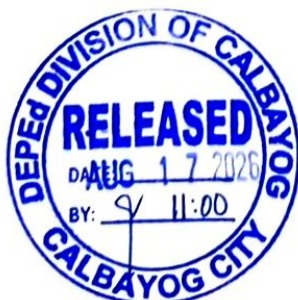
TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads (Elementary & Secondary)
Teaching and Non-Teaching Personnel
All Others Concerned

1. In view of the Memorandum dated 10 August 2026 issued by the Office of the Undersecretary for Human Resource and Organizational Development and Infrastructure, Mr. JOEL A. ZARTIGA, Assistant Schools Division Superintendent, is hereby designated as Officer-in-Charge (OIC) of the Office of the Schools Division Superintendent (OIC-SDS) of the Schools Division Office (SDO) of Calbayog City, effective immediately.
2. As OIC-SDS, he is authorized to assume the powers, duties, and responsibilities of the Schools Division Superintendent, including signing official communications and issuing appointments delegated to the Schools Division Superintendent, in accordance with applicable Department of Education issuances.
3. Accordingly, all division offices, units, schools, and personnel are hereby enjoined to recognize and extend full cooperation to the OIC-SDS in the performance of his official functions and responsibilities.
4. All official communications requiring the signature of the Schools Division Superintendent shall, henceforth, be signed as follows:

JOEL A. ZARTIGA PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

5. Immediate dissemination of this Memorandum is desired.

For the Schools Division Superintendent:




JUN-NILEO D. DULFO PhD
OIC – Assistant Schools Division Superintendent
Office In-Charge



Address: P2 Brgy. Hamorawon, Calbayog City, Samar
Email Address: calbayogcity@deped.gov.ph

Website: <https://calbayogcity.deped.gov.ph/>