Republic of the Philippines
Department of Education
GLAN SCHOOL OF ARTS AND TRADES
Glan, Sarangani Province

School Memorandum
No. 09-20 s. 2026

To: **MARIA VENA N. NIERVO, HT-VI**

From: **JOSIE TEOFILA N. QUIJANO, PhD**
Vocational School Administrator II

Subject: **DESIGNATION AS OFFICER IN-CHARGE**

Date: **September 29, 2026**

In view of the personal travel of the Vocational School Administrator II**,** you are hereby designated as Officer-In-Charge of Glan School of Arts and Trades effective December 1-3, 2026.

It entitled you to oversee the day-to-day operations of the school and ensure the continuity of administrative, instructional, and support services except for any pecuniary transaction.

It is expected for you to perform the functions and responsibilities necessary for the efficient and orderly operation of the school, subject to existing DepEd policies, rules, and regulations.

This designation shall take effect on December 1, 2026 and shall remain in force until December 3, 2026, or until the return of the Vocational School Administrator II.

For information, guidance, and compliance.

JOSIE TEOFILA N. QUIJANO PhD
Vocational School Administrator II