



October 15, 2019

Division Memorandum  
No. 230, s. 2019

**DESIGNATION OF DR. MARILOU B. LOZADA AS OFFICER-IN-CHARGE (OIC) OF THE OFFICE OF THE ADMINISTRATIVE OFFICER V (OVERSIGHT ON ADMINISTRATIVE SERVICES) OF THE SDO-CAPIZ**

To: Chief Education Supervisors, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors/ OIC of the Districts  
Heads of Public Elementary, Secondary and Integrated Schools  
Section/Unit Heads, Schools Division Office

1. This office announces the designation of **Dr. Marilou B. Lozada**, Principal II of Camburanan National High School, as **Officer-In-Charge (OIC) of the Office of the Administrative Officer V (Oversight on Administrative Services)** effective **October 14, 2019**.
2. Dr. Lozada shall be addressed and sign official communications in this manner:

**MARILOU B. LOZADA, Ed. D.**  
Principal II  
Officer-In-Charge, Office of the Administrative Officer V

3. Usual courtesy and cooperation is expected from the field and all the SDO-Capiz personnel/staff to the aforementioned division official.
4. Immediate dissemination of this memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

  
**NICASIO S. FRIO**  
Assistant Schools Division Superintendent



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**  
Banica, Roxas City  
E-mail: capiz@deped.gov.ph



October 14, 2019

**MARILOU B. LOZADA, Ed.D.**  
Principal II  
Cambuaran National High School  
Camburanan, Tapaz, Capiz

Dear **Dr. Lozada**:

In view of the exigency of service you are hereby designated as **Officer-In-Charge of the Office of the Administrative Officer V** (Oversight on Administrative Services) in the Schools Division of Capiz, in addition to your function delineated to your present position as Principal II effective **October 14, 2019**.

As Officer-In-Charge of the Office of the Administrative Officer V (Oversight on Administrative Services), you are expected to supervise the team that will provide the Schools Division Office with timely, responsive and economical administrative services in personnel and records management, cash disbursement, procurement, security and custody of property and the maintenance of facilities, in order to ensure efficient operation of the schools division office.

Attached are the specific KRAs and duties and responsibilities of the Administrative Section for your reference.

This designation does not carry any increase in remuneration and could be revoked anytime as deemed necessary by this Office.

Be guided accordingly.

Very truly ours,

  
**SALVADOR O. OCHAVO, JR., Ed.D., CESO V**  
Schools Division Superintendent

Cc:

*Assistant Schools Division Superintendent  
Administrative Officer IV (HRMO)  
Accountant III  
Planning Officer II*