



Republic of the Philippines  
**Department of Education**  
Region XII  
City Schools Division of Tacurong

June 24, 2026

**DIVISION MEMORANDUM**  
OSDS-2026 114

**UPDATED OFFICIAL DESIGNATION FORMAT OF THE OFFICER-IN-CHARGE,  
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

To: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Education Program Supervisors  
Cluster Heads  
Elementary and Secondary School Heads  
Section Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned  
This Division

1. To ensure uniformity and correctness in all official communication, documents, reports endorsements, certificates, memoranda, and other records issued by this Office, all personnel are hereby directed to use the following official name and designation format of the current officer-in-Charge, Office of the Schools Division Superintendent:

**CARLOS G. SUSARNO PHD., CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

2. All offices and schools are instructed to immediately update templates, letterheads, forms, and other official documents to reflect the above-mentioned name and designation.
3. Documents bearing previous names and designations shall be revised accordingly before submission, processing, or release.
4. Immediate dissemination of and strict compliance with this Memorandum is directed.

**CARLOS G. SUSARNO PHD., CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

ZNB/OSDS/DM/ UPDATED OFFICIAL DESIGNATION FORMAT OF THE OFFICER-IN-CHARGE, OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT/JUNE 24,2026



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