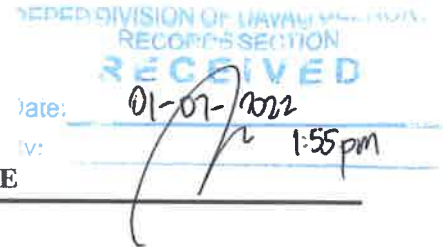




Republic of the Philippines  
**Department of Education**

REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE



Office of the Schools Division Superintendent

JANUARY 6, 2021

**DIVISION MEMORANDUM**

No. 023, s. 2021

**DESIGNATION AS OFFICER-IN-CHARGE IN THE ABSENCE OF THE MEDICAL OFFICER IN THE SHOOOL HEALTH SECTION**

TO: **DR. EDITO S. CAPILI**  
**DR. MAE ANN N. LLANA**  
**GARRY DE VERA, RN**

You are hereby designated as Office-in-Charge of the School Health Section whenever the Medical Officer is on Official Travel or leave of absence. The designation carries with it the authority to sign the Daily Time Record, Monthly Performance Output Report, Matrix of Activities, Accomplishment Report, Authority to Travel and other documents to be signed and approved by the Medical Officer.

This designation does not carry with it additional remuneration nor priority in promotion.

Please be guided accordingly.

**DEE D. SILVA, DPA, CESO V**  
Schools Division Superintendent



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