



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

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Office of the Schools Division Superintendent

January 10, 2022

DIVISION MEMORANDUM
No. 037, s. 2022

DESIGNATION AS PERSONNEL IN-CHARGE IN THE OFFICE
OF THE LEGAL OFFICER OF THIS DIVISION

To: APRIL JULIE MAY P. GONZAGA
Administrative Assistant II
Office of the Schools Division Superintendent
This Division

In the exigency of the service and in view of the promotion and transfer of the Legal Officer of this Office to the Department of Justice, you are hereby informed of your special assignment as designated personnel in-charge of the following tasks:

1. respond to communications
2. safekeep the legal documents
3. do some legal research, as needed.

This designation does not carry with it additional remuneration nor priority in promotion and is TEMPORARY in nature, subject to recall by this Office when deemed necessary.

Please be guided accordingly.


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

