



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

DEPED DIVISION OF DAVAO DEL NORTE
RECORDS SECTION
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Date: 3/18/22
By: [Signature]

Office of the Schools Division Superintendent

March 18, 2022

DIVISION MEMORANDUM
No. 361, s. 2022

**DESIGNATION AS OFFICER IN-CHARGE OF THE FINANCIAL
OPERATIONS OF MILYONG ELEMENTARY SCHOOL**

To: ZENAIDA C. AGALAO
Head Teacher I
Malapanit Elementary School
Talaingod District
This Division

In the exigency of the service and in view of the compulsory retirement of Inocencio A. Evangelist, Teacher In-Charge of Milyong Elementary School, you are informed of your designation to handle the Financial Operations of Milyong Elementary School effective this date and until such time his replacement shall have been appointed.

As a concurrent School Head of Milyong Elementary School, you are expected to continue to carry out your regular duties and responsibilities as the school head of Malapanit Elementary School.

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.

[Signature]
DEE D. SILVA, DPA, CESO V
Schools Division Superintendent

Cc:
Accounting Section
Budget Section
Cash Section
COA Office
Bureau of Treasury
Land Bank of the Philippines

