



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

DIVISION OF DAVAO DEL NORTE
REASSIGNMENT
RECEIVED
Date: 04 JUL 2022
9:36 a.m.

Office of the Schools Division Superintendent

30 Jun 2022

DIVISION MEMORANDUM
No. 853, s.2022

REASSIGNMENT AS ADMINISTRATIVE AIDE TO THE
HUMAN RESOURCE UNIT OF THIS OFFICE

To: **JULIET N. CARCALLAS**
Administrative Aide I
Supply Section
This Division

In the exigency of the service, you are hereby reassigned as Administrative Aide I (ADA I) from that Section to Human Resource (HR) Unit of this Office effective upon receipt of this memorandum.


It is advised that you assume all accountabilities entailed in this Memorandum taking the following responsibilities:

1. Provide clerical support to HR Unit and administrative services function.
2. Receive, route, and track documents/communications relative to HR unit.
3. Maintain created filing system

Please be guided accordingly.


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

Conforme:

 7/4/22

