



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

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RECORDS SECTION  
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Date: 10 JAN 2023 6:57 AM  
By: \_\_\_\_\_

**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM  
OSDS-2023-003

To: **FE R. TORREFRANCA**  
School Principal III

From: The Office of the Schools Division Superintendent

Subject: Designation as Office In-Charge of the Office of the School Principal of Mesaoy Elementary School, New Corella District for Financial Operations

Date: January 4, 2023

In the exigency of the service, you are informed of your designation to handle the Financial Operations of Mesaoy Elementary School, New Corella District effective immediately, in addition to your function as School Principal of Del Pilar 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.

**REBECCA C. SAGOT**

Assistant Schools Division Superintendent

Copy furnished:

The Municipal Mayor  
Municipality of New Corella  
The Resident Auditor  
Commission of Audit  
Planning Section  
Accounting Section  
Personnel Section  
Records Section

