



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

Office of the Schools Division Superintendent

**OFFICE MEMORANDUM**  
**OSDS-2023-0053**

To: **JOSEPHINE N. NACIS**  
Administrative Assistant III

Subject: **Designation as Officer-In-Charge of Records Section**

Date: February 23, 2023

In lieu with the vacation leave of Mr. Jayson J. Jumangit on July 15 to August 11, 2023, you are hereby informed of your designation as Officer-in-Charge of the Records Section.

It is advised that you shall perform the duties and responsibilities and do such other related functions of a Records Officer during the whole period of his vacation leave.

Please be guided accordingly.

**ALLAN G. FARNAZO**  
Director IV  
and concurrent Officer In-Charge  
Office of the Schools Division Superintendent

For the Schools Division Superintendent



**REBECCA C. SAGOT, CESO VI**  
Assistant Schools Division Superintendent



rec/ijj

