



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

Office of the Schools Division Superintendent

OFFICE MEMORANDUM
OSDS-2023-0081

To: **CLIDE LESTER D. APRESA**
Administrative Aide VI

From: The Office of the Schools Division Superintendent

Subject: Designation as Secretary to the Office of the Schools Division Superintendent

Date: March 27, 2023

In the exigency of the service, you are hereby advised of your assignment as Secretary to the Office of the Schools Division Superintendent, this Division effective April 3, 2023.

Attached herein are the duties and responsibilities to your position:

- To provide clerical and secretariat support to the Schools Division Superintendent and administrative services function.
- Maintains confidential files.
- Takes dictation and transcribes shorthand notes of staff meetings.
- Types correspondence, reports and other documents.
- Answers routine correspondence.
- Prepares clerical reports.
- Does related work.

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

Please be guided accordingly.

For the Schools Division Superintendent:




REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent

