



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

Office of the Schools Division Superintendent

OFFICE MEMORANDUM
OSDS-2023-0233

To: **CARLITO B. MALIGRO**
Head Teacher III
Datu Balong National High School

NELANNIE P. PALACA
Administrative Assistant III

From: The Office of the Schools Division Superintendent

Subject: Assignment of Administrative Assistant to the Division Office

Date: July 7, 2023

Please let your Administrative Assistant, **NELANNIE P. PALACA**, to report to the Division Office particularly in the Budget and Accounting Sections to rigorously undergo training in preparation for the conversion of Datu Balong National High School to Implementing Unit.

Ms. Palaca will report to the Division Office four (4) times a week and once a week at Datu Balong National High Schools starting July 10, 2023.

All needed reports will be made in the Budget Section under the supervision of the Division Budget Officer.

Please be guided accordingly.

Recommending Approval:



REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent

Approved by:

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

