



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION  
Schools Division Office - Biñan City  
RECORDS SECTION

RECEIVED  
14 MAR 2023

13 Mar 2023

**DIVISION MEMORANDUM**

No. 152, s. 2023

**DESIGNATION AS OFFICER-IN-CHARGE OF HOLY INFANT INTEGRATED SCHOOL**

To : **ROLANDO A. TASICO**  
Master Teacher II  
Biñan City Senior High School- San Antonio Campus

1. In the exigency of the service you are hereby assigned as Officer-in-Charge of Holy Infant Integrated School effective March 17, 2023 and until further notice.
2. You are expected to perform the duties and responsibilities of the said position effectively and efficiently.
3. It is understood that you shall submit necessary documents and clearance from money, properties and other work related accountabilities and submit the same to the Personnel Unit within five (5) days after receipt of this letter.
3. Immediate dissemination of this Memorandum is desired.

  
**EDNA FAURA-AGUSTIN**

Schools Division Superintendent

Encl: None  
Reference: None

OSDS/PER / TGP / OGL / DM-DESIGNATION AS OFFICER-IN-CHARGE OF HOLY INFANT  
/ 03/13/2023 INTEGRATED SCHOOL



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