



DEPARTMENT OF EDUCATION
SCHOOL DIVISION OF BIÑAN CITY
RECORDED - 14 MAR 2023

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

14 MAR 2023

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13 Mar 2023

DIVISION MEMORANDUM

No. 153, s. 2023

DESIGNATION AS OFFICER-IN-CHARGE OF MAMPLASAN NATIONAL HIGH SCHOOL

To : **ELEONOFEBIATRIZ A. MARASIGAN**
Teacher III
Biñan Integrated National High School

1. In the exigency of the service you are hereby assigned as Officer-in-Charge of Mamplasan National High 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 MAMPLASAN NATIONAL
HIGH SCHOOL
/ 03/13/2023



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