



DEPARTMENT OF EDUCATION
Schools Division Office of Biñan City
RECORDS SECTION

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

CITY SCHOOLS DIVISION OF BIÑAN CITY

RECEIVED
14 MAR 2023

13 Mar 2023

DIVISION MEMORANDUM

No. 154, s. 2023

**DESIGNATION AS OFFICER-IN-CHARGE OF LANGKIWA ELEMENTARY
SCHOOL**

To : **ANA ALMA G. RICAFORT**
Teacher III
San Vicente Elementary School

1. In the exigency of the service you are hereby assigned as Officer-in-Charge of Langkiwa Elementary 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 /
/ 03/13/2023

OGL

/ DM-DESIGNATION AS OFFICER-IN-CHARGE OF LANGKIWA ELEMENTARY
SCHOOL



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