



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

DEPARTMENT OF EDUCATION  
Schools Division of Biñan City  
RECORDS SECTION

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08 May 2025

**DIVISION MEMORANDUM**

No. 167, s. 2025

**DESIGNATION AS OFFICER-IN-CHARGE EDUCATION PROGRAM SUPERVISOR-  
ELLN**

To: **RHEA D. BILBES**  
Education Program Supervisor-  
Kindergarten/SPED

1. In the exigency of the service you are hereby designated as Officer-in-Charge EPS- ELLN, concurrent to your capacity as EPS- Kindergarten/SPED effective immediately.
2. It is understood that you shall perform the duties and responsibilities of the said position effectively and efficiently.
3. Please be guided accordingly.

**MANUELA S. TOLENTINO, CESO V**  
Schools Division Superintendent

Encl: As stated  
Reference:

OSDS/PER / TGP / OGL / DM – Designation as OIC-EPS- ELLN  
/ 05/08/2025