



DEPARTMENT OF EDUCATION  
Schools Division of Biñan City  
RECORDS SECTION

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

RECEIVED  
25 APR 2023  
10:29 am

25 Apr 2023

**DIVISION MEMORANDUM**  
No. 222, s. 2023

**DESIGNATION AS PETTY CASH CUSTODIAN**

To : **KRISTIAN F. VALENZUELA**  
Administrative Assistant III

1. In the exigency of the service, you are hereby designated as Petty Cash Custodian concurrent to your capacity as Administrative Assistant III effective immediately and until further notice.
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: None  
Reference: None

OSDS/AD / AMC / GGM / DM-Designation as Petty Cash Custodian  
/ 04/25/2023



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