



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

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25 APR 2023
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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

