



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

12 Jul 2024

**DIVISION MEMORANDUM**  
No. 232, s. 2024

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

To: **PILAR I. DE CASTRO**  
Public Schools District

1. In the exigency of the service you are hereby designated as Officer-in-Charge of Biñan Elementary School, concurrent to your capacity as PSDS of District I effective July 15, 2024.
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/PER / TGP / OGL / DESIGNATION AS OFFICER-IN-CHARGE OF BIÑAN ELEMENTARY  
/ 07/12/2024 SCHOOL