



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  
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13 Nov 2024

**DIVISION MEMORANDUM**  
No. 420, s. 2024

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

To: **EMMANUELITA J. ALONDE**  
Master Teacher II

1. In the exigency of the service you are hereby designated as Officer-in-Charge of Mamplasan Elementary School 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.

  
**ARLENE S. RICASATA, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Encl: None  
Reference: None

OSDS/PER / TGP / OGL / DESIGNATION AS OIC OF MAMPLASAN ELEMENTARY SCHOOL  
/ 11/13/2024



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