



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

JAN 13 2021

13 Jan 2021

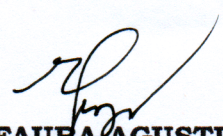
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DIVISION MEMORANDUM  
No. 016, s.2021

**DESIGNATION AS ADMINISTRATIVE OFFICER II**

To : **MHEIANE M. VELASCO**  
Administrative Officer II  
Pagkakaisa Elementary School

1. In the exigency of the service, you are hereby designated at Biñan Integrated National High School, this Division as Administrative Assistant II in addition to your concurrent capacity as **ADMINISTRATIVE OFFICER II** of Pagkakaisa Elementary School.
2. It is understood that you will report two times a week at Biñan Integrated National High School and shall perform the duties and functions until such time that a full time Administrative Assistant II will be appointed.
3. Please be guided accordingly.

  
**EDNA FAURA AGUSTIN**

Schools Division Superintendent



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