



Republic of the Philippines

Department of Education

REGION IV-A CALABARZON

CITY SCHOOLS DIVISION OF BIÑAN CITY

**UDS Division of Rifton City
RECORDS SECTION**

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JAN 13 2021

13 Jan 2021

2:47pm

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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