



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

DEPARTMENT OF EDUCATION
City Schools Division of Biñan City
RECORDS SECTION

JAN 13 2021

DIVISION MEMORANDUM
No. 018, s.2021

By: *[Signature]*

13 Jan 2021

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DESIGNATION AS ADMINISTRATIVE OFFICER II

To : **WILFREDO C. BUHAIN**
Administrative Officer II
Mamplasan Elementary School

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

[Signature]

EDNA FAURA-AGUSTIN
Schools Division Superintendent



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