



REPUBLIC OF PHILIPPINES  
Department of Education  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

MINISTRY OF EDUCATION  
SCHOOLS DIVISION OF BIÑAN CITY  
RECORDS SECTION

JAN 13 2021

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DIVISION MEMORANDUM  
No. 018, s.2021

Rv. *je*

**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.

**EDNA FAURA-AGUSTIN**  
Schools Division Superintendent



Address: P. Burgos St. Brgy. Sto. Domingo, Biñan City Laguna

Website: [depedbinancity.com.ph](http://depedbinancity.com.ph)

Email: [deped.binancity@deped.gov.ph](mailto:deped.binancity@deped.gov.ph)

Telephone no: 511-4143/ 511-8620/ 511-4191/ 511-8746