



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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DIVISION MEMORANDUM
No. 272, s. 2021

DESIGNATION AS OFFICER-IN-CHARGE OF STO. TOMAS ELEMENTARY SCHOOL

To : **MARIA ANTONETTE E. JAO**
Head Teacher III
Soro- Soro Elementary School

1. In the exigency of the service, you are hereby designated as **OFFICER-IN-CHARGE** of Sto. Tomas Elementary School effective August 11, 2021 and until further notice.
2. You are expected to perform the duties and functions of the said position effectively and efficiently until such time that a full-fledged School Principal will be appointed.
3. It is understood that you shall submit necessary documents and clearance from money, properties and work related accountabilities and submit the same to the Personnel Unit within five (5) days after receipt of this letter.
4. Immediate dissemination of this Memorandum is desired.

EDNA FAURA AGUSTIN
Schools Division Superintendent



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