



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

DEPARTMENT OF E  
Schools Division of  
BIÑAN CITY

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05 AUG 2021  
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01:37

04 Aug 2021

DIVISION MEMORANDUM  
No. 273, s. 2021

**DESIGNATION AS OFFICER-IN-CHARGE OF TUBIGAN ELEMENTARY SCHOOL**

To : **EMMANUELITA J. ALONDE**  
Master Teacher II  
Southville 5- Timba Elementary School

1. In the exigency of the service, you are hereby designated as **OFFICER-IN-CHARGE** of Tubigan 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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