



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

DEPARTMENT OF EDUCATION
School Year 2021-2022
SEC. 1

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DIVISION MEMORANDUM
No. 275, s.2021

DESIGNATION AS OFFICER-IN-CHARGE OF ZAPOTE ELEMENTARY SCHOOL

To : **RAUL M. VOLANTE**
Head Teacher III
Ganado Elementary School

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