



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

DEPARTMENT OF
SCHOOLS DIVISION OF
REGION IV-A CALABARZON

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DIVISION MEMORANDUM
No. 280, s.2021

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

To : **MARIETTA B. MANEJA**
Head Teacher III
Langkiwa Elementary School

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