



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. 289, s.2021

**DESIGNATION AS OFFICER-IN-CHARGE OF DR. JOSE G. TAMAYO  
MEMORIAL ELEMENTARY SCHOOL**

To : **CHARITY MAE L. SATOQUIA**  
Head Teacher I  
Platero Elementary School

1. In the exigency of the service, you are hereby designated as **OFFICER-IN-CHARGE** of Dr. Jose G. Tamayo Memorial 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 other 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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