



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

RECEIVED  
05 AUG 2021  
01:18

04 Aug 2021

DIVISION MEMORANDUM  
No. 290, s.2021

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

To : **MARIVIC A. GUDOV**

Head Teacher III

Dr. Jose G. Tamayo Memorial Elementary School

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



Address: P. Burgos St. Brgy. Sto. Domingo, Biñan City Laguna

Website: [depedbinancity.com.ph](http://depedbinancity.com.ph)

Email: [deped.binancity@deped.gov.ph](mailto:deped.binancity@deped.gov.ph)

Telephone no: 511-4143/ 511-8620/ 511-4191/ 511-8746