



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  
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DIVISION MEMORANDUM  
No. 295, s.2021

04 Aug 2021

**DESIGNATION AS SCHOOL PRINCIPAL OF DR. MARCELINO Z. BATISTA  
MEMORIAL ELEMENTARY SCHOOL**

To : **RUBY C. ALMADRONES**  
Principal I  
Dela Paz West Elementary School

1. In the exigency of the service, you are hereby designated as **PRINCIPAL I** of Dr. Marcelino Z. Batista 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.
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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