



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

DEPARTMENT OF EDUCATION
Schools Division Office - Biñan
RECORDS SECTION

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15 Sep 2021

DIVISION MEMORANDUM

No. 367, s. 2021

DESIGNATION AS DIVISION AGENCY AUTHORIZED OFFICER OF GSIS

To : **EDITHA Y. COLOMA**
Administrative Officer IV

1. In the exigency of the service, you are hereby designated as Division Agency Authorized Officer of GSIS in addition to your concurrent capacity as Administrative Officer IV of the Records Unit.
2. It is understood that you shall perform the duties and responsibilities of the said position until further notice.
3. Please be guided accordingly.

EDNA FAURA-AGUSTIN
Schools Division Superintendent

Encl: None
Reference: None

OSDS/PER / DM-Designation as Division Agency Authorized Officer
2775 / of GSIS
09/15/2021

