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

10 Nov 2021

DIVISION MEMORANDUM

No. 497, s. 2021

**DESIGNATION AS SCHOOL PROPERTY CUSTODIAN OF  
BIÑAN INTEGRATED NATIONAL HIGH SCHOOL – SENIOR HIGH SCHOOL**

To : **KIM ANGELA M. MORTEL**

Administrative Assistant II, Biñan Integrated National High School

1. In the exigency of the service, you are designated as Property Custodian of Biñan Integrated National High School – Senior High School effective immediately and until further advice.
2. It is understood that you shall perform the duties and responsibilities of the position effectively and efficiently in addition to your regular task.
3. Immediate dissemination of this Memorandum is desired.

**EDNA FAURA-AGUSTIN**

Schools Division Superintendent

Encl: None

Reference: None

OSDS/AD / Designation As School Property Custodian of Biñan  
Integrated National High School – Senior High School  
3543 / 11/10/2021



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