



DEPARTMENT OF EDUCATION
Schools Division of Biñan City
RECORDS SECTION

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

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M E M O R A N D U M
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DESIGNATION AS OIC, DISBURSING OFFICER

To : **ROSALYN C. VALDERAMA**
Teacher III
Biñan Secondary School of Applied Academics

1. In the exigency of the service, you are hereby designated as OIC Disbursing Officer, in addition to your concurrent capacity as Teacher III in Biñan Secondary School of Applied Academics.
2. It is understood that you shall perform the duties and responsibilities of the said position until such time that a full time Disbursing Officer, will be appointed.
3. Please be guided accordingly.


EDNA FAURA-AGUSTIN
Schools Division Superintendent

