



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

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MEMORANDUM

No. 026, s. 2021

DESIGNATION AS TEACHER-IN-CHARGE OF DELA PAZ NATIONAL HIGH SCHOOL

To : **DANILO C. ALTEJOS**
Teacher III
Biñan Secondary School of Applied Academics

1. In the exigency of the service, you are hereby designated as **TEACHER-IN-CHARGE** of Dela Paz National High School effective August 16, 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

Encl: None
Reference: None

OSDS/PER / M-DESIGNATION AS TEACHER-IN-CHARGE OF DELA
3013 / PAZ NATIONAL HIGH SCHOOL
08/10/2021

