



Effectivity Date 08/05/2021  
Revision No. 01

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  
RECORDS SECTION

RECEIVED 04 OCT 2021  
11:30AM

By: *[Signature]*

10 Aug 2021

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



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