DIVISION MEMORANDUM
No. 802, s. 2016

To: Romeo M. Jairal
   ADA-I

From: DEE D. SILVA, DPA, CESO VI
       Schools Division Superintendent

Subject: Special Tasks in the Office of the BAC Secretariat

Date: December 19, 2016

1. In addition to your job description, you are directed to perform duties and functions in the Office of the BAC Secretariat, to wit:
   a. Send letter of invitation to the Offices of COA, GSP, BSP and Federation PTA President.
   b. Facilitate the signing of the BAC documents/papers.
   c. Do other related tasks if necessary.

2. For your information and compliance.