



REPUBLIC OF THE PHILIPPINES

Department of Education



REGION XI

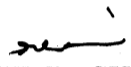
DIVISION OF DIGOS CITY

Office of the Schools Division
Superintendent

Telefax: (082) 553-8396; 553-8376

Division Memorandum No. 021, s. 2017

TO: HELEN T. PAYAPAYA
Administrative Officer II
Senior High School

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

SUBJECT: Extension of Services to Perform the Duties and Functions
of Administrative Assistant I - Budget

DATE: January 16, 2017

In the exigency of the service, you are hereby directed to extend your services to perform the duties and functions of the Administrative Assistant I in the Budget and Finance Section in addition to your current function as Administrative Officer II in the Senior High School, from January 16, 2017 to January 31, 2017. The preparation of year-end financial reports for Fiscal Year 2016 is still on going and obligations for Fiscal Year 2017 is in the onset for obligations.

Please be guided accordingly.

DepEd Schools Division of Digos

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Date JAN 16 2017 Time 12:18

By: 