



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



Office of the City Schools Division Superintendent

Telefax No.: 0825538396; 0825538376

Email address: depeddigos7@gmail.com

Division Memorandum No. 064, s. 2017

TO: HELEN T. PAYAPAYA
Administrative Officer II
Digos City Senior High School (Stand Alone)

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

SUBJECT: Temporary assignment

DATE: January 31, 2017

In the exigency of the service, you are hereby directed to assist the DepEd – Schools Division of Digos City, Budget and Finance Section as Administrative Assistant I - Budget in addition to your current function as Administrative Officer II of Digos City Senior High School (Stand Alone).

Please report directly to the Administrative Officer V – Budget every Mondays to Thursdays and to your mother station every Fridays starting February 1, 2017 until the new Administrative Assistant I – Budget is installed. Furthermore, you are directed to prepare the Form 7 for the all Senior High School personnel.

Please be guided accordingly.

DepEd Schools Division Office - Digos

RELEASED
1091

Date: JAN 31 2017 Time: 5:16

By: 