DIVISION MEMORANDUM

TO : PETER-JASON C. SENARILLOS
    Education Program Specialist II
    Social Mobilization and Networking

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

SUBJECT : DESIGNATION ORDER – Division PTA Focal Person

DATE : May 4, 2017

In the exigency of the service, you are hereby designated as the Division Parents-Teachers Association (PTA) Focal Person. With this, you shall have the following duties and responsibilities:

1. Handle related activities supporting the Parents-Teachers Association;
2. Provide technical assistance to the Federation PTA of Digos City;
3. Participate in various activities and events deemed necessary by DepEd R.O. XI and this office; and
4. Submit documents and reports as required.

This assignment/designation is in addition to your regular functions as Education Program Specialist II, with the attributes inherent and related thereto.

This assignment/designation takes effect on May 4, 2017. Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

RELEASED

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