MEMORANDUM
No. 370, s. 2017

TO: BEVERLY S. DAUGDAUG, Ed. D.
Chief Education Supervisor
Curriculum Implementation Division

FROM: FELICIANO A. TAMONDONG, JR., Ed. D., CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge

SUBJECT: New Designations and/or Additional Functions

DATE: June 9, 2017

In the exigency of the service and in view of the pending deployment of a new Assistant Schools Division Superintendent of this Schools Division Offices, you are hereby designated as Chair of the Grievance Committee, Chair of the Program on Awards and Incentives for Service Excellence (PRAISE) Committee and OIC-Assistant Schools Division Superintendent effective immediately. Anent thereto, you shall sign the following documents, to wit:

1. Approval of application for Sick Leave/Personal Leave from 1-5 days;
2. Approval of application for Vacation Leave from 1-5 days; and,
4. Approval of application for Reinstatement and Special Order.

In view thereof, you shall be relieved of your functions, duties and responsibilities as the Chairperson of the Bids and Awards Committee (BAC). Further, you shall immediately turn over all documents of the Committee to the newly designated BAC Chairperson.

This Memorandum bears the authority to assume the powers, duties and responsibilities of the committee and to sign the abovementioned documents in view of this Designation without additional compensation or remunerations or even priority for promotion.

This Designation shall effect immediately and supersedes

For compliance.