DIVISION MEMORANDUM
No. 506, series of 2016.

TO : RODOLFO II M. OSORNO
Teacher III
Ramon Magsaysay Central Elementary School

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

SUBJECT : DIGOS CITY DIVISION HARMONIC MENTORS COORDINATOR

DATE : September 9, 2016

In the exigency of the service, you are hereby designated as the Digos City Division Harmonic Mentors Coordinator. With this, you shall have the following duties and responsibilities:

1. Handle and coordinate a schedule of rehearsal of the choir group without disrupting classes;
2. Provide support and resources for the established and emerging music ensembles and soloists;
3. Participate in various activities and events (significant music events) deemed necessary;
4. Enhance and expand the existing music program. Increase involvement of all Teaching and Non-Teaching Personnel to realize their gifts of music; and
5. Submit documents and reports as required.

This assignment/designation is in addition to your regular functions as Teacher III of Ramon Magsaysay Central Elementary School, without additional remuneration or priority in promotion.

This assignment/designation takes effect on September 9, 2016.