



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



Office of the City Schools Division Superintendent

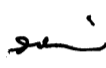
Telefax No.: 0825538396; 0825538376

Email address: depeddigos7@gmail.com

Division Memorandum No. 814, s. 2016

TO: JANICE C. BARITUA
 Administrative Assistant II

CARMELA FE ELLAIZA N. FLORES
 Administrative Assistant II

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

SUBJECT: Temporary assignment

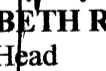
DATE: December 21, 2016

In the exigency of the service, you are hereby directed to assist the DepEd – Schools Division of Digos City, Budget and Finance Section in the checking of liquidation and accounts payable documents in addition to your current function as Administrative Assistant II of Kapatagan National High School.

Please report directly to the Accountant III from December 23 to 31, 2016, 8:00 a.m. to 5:00 p.m. Further, you are hereby authorized to render overtime services as per D.O. no 30 s. 2016. This is to ensure the timely preparation of year-end reports by the aforementioned section.

Please be guided accordingly.

Noted:


ELIZABETH R. BUERON
 School Head

DepEd Schools Division of Digo.

RELEASED
 12305

Date: **DEC 29 2016** Time: 2:27 PM

By: 