DIVISION MEMORANDUM

No. 902, s. 2018

Assignment Order

TO: FRANCES MILLICENT R. DURANO
Nurse II

1. In the exigency of the service, you are designated temporarily as the division nurse in lieu of Mrs. Daissy Jane P. Sanoy who is on leave effective October 01, 2018.

2. As division nurse, your duties and responsibilities include the following:
   a. Prepares division reports when needed;
   b. Assist the Officer-In-Charge of the Health and Nutrition in the implementation of the health activities;
   c. Does other related duties;

3. Attached is the schedule of duty.

4. This shall take effect immediately and shall be revoked when the division nurse will resume her duty.

Please be guided accordingly.

WINNIE E. BATOON, Ed.D
Officer-In-Charge
Office of the Schools Division Superintendent

For and in the absence of the Schools Division Superintendent

SOLIE B. OLIVER, LLB, MATE
Chief ES-SGOD

References: Health Section
To be indicated in the Perpetual Index under the following subjects:
Governance
Health memo

Assignment order
# DEPLOYMENT DUTY SCHEDULE

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<td>Division Office</td>
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<td>Matti-Integrated High School</td>
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<tr>
<td>Matti-Integrated High School</td>
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<td>Ruparan National High School</td>
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<td>Division Office</td>
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References: Health Section
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DIPSANOY durano assignment order