DIVISION MEMORANDUM  
No. 1229, s. 2018  
December 12, 2018

Temporary Assignment as MOOE Liquidation Checker

To: ELIZABETH R. BUERON 
School Principal I 
Kapatagan National High School 
Attention: JANICE C. BARITUA 
Administrative Assistant II

1. In the exigency of the service, you are hereby directed to assist the Accounting Section on December 14, 2018 as liquidation checker. This is in addition to your current function as Administrative Assistant II of Kapatagan National High School.

2. Please report directly to the Accountant III of the Schools Division Office.

3. Immediate dissemination of and compliance with this memorandum is desired.

For and in the absence of:

WINNIE E. BATOON, EdD. 
Officer in Charge 
Office of the Schools Division Superintendent

MELANIE P. ESTACIO, PhD. 
Officer in Charge 
Office of the Assistant Schools Division Superintendent

Ends: List Enclosures 
References: DepEd Order 
To be indicated in the Perpetual Index under the following subjects:

SUBJECT: jake lloyd vencio: memorandum title 
2 August 2018

Roxas Street cor. Lopez Jaena Street, Zone 2, Digos City 8002  
(082) 553-8396 | (082) 553-8376 | (082) 553-8374 | (082) 553-8376 | (082) 553-8376 
www.digoscity.gov.ph | digos.city@deped.gov.ph