



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City



Jesus Street, Pulungbulu, Angeles City
Tel. No. (045) 322-5722; 888-0582 / Fax Nos. (045) 322-4702; 887-6099

May 30, 2013

MEMORANDUM

TO : MS. ROWENA KHOO
FROM : SCHOOLS DIVISION SUPERINTENDENT
SUBJECT : Designation as Officer-in-Charge

Effective June 03, 2013, you are hereby designated Officer-in-charge of Air Force City Elementary School until such time that a qualified Principal is appointed. As Officer-in-charge of said school, you are expected to report regularly and perform the functions of an Elementary School Principal with all accountabilities stipulated in DepEd's School-Based Management Program (SBM).

This designation does not entail additional remuneration but maybe used for ranking purposes.

Please be guided accordingly.

Good Luck!


LUZ C. ARRIOLA
OIC-Schools Division Superintendent