



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City



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

MEMORANDUM

TO: MS. GINA T. TINDUGAN

FROM: THE OFFICE of the OIC- SCHOOLS DIVISION SUPERINTENDENT

SUBJECT: Designation as Officer In-Charge of Cut^{cut} E/S

Date: September 11, 2015


You are hereby designated as the Officer In-Charge from September 9-10, 14-23, 2015 in view of the attendance of Mr. Frederick M. Simbulan To the Early Language Literacy and Numeracy Seminar Workshop at Gabaldon Bldg., Pulungbulu, Angeles City.

As the caretaker, you are expected to perform the following functions in addition to your usual duties and responsibilities as Teacher III without additional compensation.

- Monitor the attendance of teachers
- Attend division and district meetings
- Submit reports as maybe needed in the division office
- Represent the school on any activities as maybe called upon by the division office

This designation does not entail additional remuneration.


LEILANI S. CUNANAN, CESO VI
OIC- Schools Division Superintendent


09-15-15
FREDERICK M. SIMBULAN