



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City



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

MEMORANDUM

TO: MS. ERLY P. SALUNGA

FROM: THE OFFICE of the OIC- SCHOOLS DIVISION SUPERINTENDENT

SUBJECT: Designation as School Caretaker of Enrica Sandico E/S

Date: September 8, 2015

You are hereby designated as the SCHOOL CARETAKER from September 9-10, 14-23, 2015 in view of the attendance of Mr. Nino C. Arceo 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 I without additional compensation.

- Represent the School Head in important meetings while she is on seminar.
- Check teachers' attendance.
- Submit report on or before time.
- Coordinate with the Public Schools District Supervisor if needed.
- Safeguard and maintenance of the school properties.

This designation does not entail additional remuneration.


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