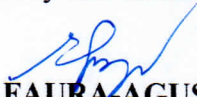


Department of Education Division of Tanauan City



UNNUMBERED MEMORANDUM

To: OIC-ASDS
Division Chiefs
All Division Personnel
EPSs
PSDSs
Elementary and Secondary School Heads

From: 
EDNA FAURA-AGUSTIN
Officer In-Charge
Schools Division Superintendent

Subject: **OFFICER OF THE DAY**

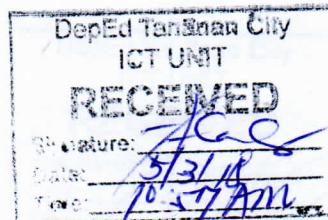
Date: May 30, 2018

To ensure that all concerns are addressed while the OIC-Schools Division Superintendent is on official travel, the listed official shall serve as the Officer of the Day.

Name	Position	Date
MR. ARMANDO V. FARAL	Administrative Officer V	June 1, 2018

He is expected also to attend to all communication for action but could not sign on her behalf for critical concerns like finance and for other matters that can wait on her return to office.

For immediate dissemination.



OSDS/Assignment of Officer of the Day
UM 162/ May 30, 2018

ONE WHOLE DIVISION WITH ONE VISION

