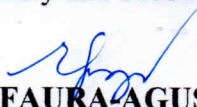


Department of Education Division of Tanauan City



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: June 28, 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
MRS. SHIRLEY C. SIMAN	ASDS	June 29, 2018

They are 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 200/ June 28, 2018

ONE WHOLE DIVISION WITH ONE VISION

Tayo
PARA SA
EDUKASYON