



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

MEMORANDUM
No. 410 s. 2025

TO : **MARICEL T. GAGAN**
Head Teacher I
Sigayan Elementary School

FROM : **JAY S. MONTEALTO, CESO VI**
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent
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SUBJECT : Designation Order

DATE : June 30, 2025

In the exigency of the service, you are hereby designated as School Head of San Francisco Elementary School, this Division effective July 1, 2025.

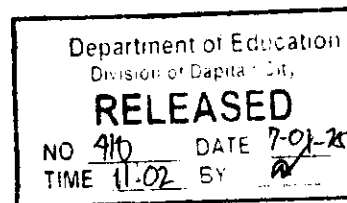
This designation bears the authority to assume the powers, duties and responsibilities of a School Head and shall remain effective therein unless revoked at will for cause.

This memorandum does not carry with it any additional remuneration and compensation.

For your guidance and compliance.

Cc:

ASDS
CID
SGOD
Accountant III
Budget
AO V
AO IV (Personnel)
Planning Office
One-time cleansing Committee
Cash Section



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