



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

MEMORANDUM

No. 128, s. 2022

To: **WELGAE R. ADRIATICO**
Administrative Aide VI

From: **FELIX ROMY A. TRIAMBULO, CESO V**
Schools Division Superintendent

Subject: **WORK ASSIGNMENT**

Date: March 11, 2022

In exigency of public service, you are hereby advised to perform the hereunder functions in addition to your duties and function as Administrative Aide VI without any additional remuneration and compensation, to wit:

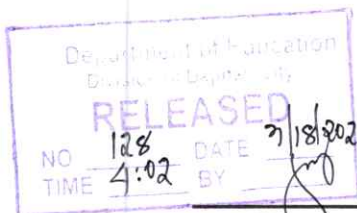
1. Receive, routes or files non-routine critical documents as classified by the Records Officer.
2. In-charge in the preparation and filing of SDO 201 Files
3. In-charge in the printing/photocopying of Reclassification Forms and IPASS
4. Gather data and information required in the preparation of annual and other administrative reports.
5. In-charge in the collection of accomplished SALN and PDS.
6. Alternate of Arjean M. Alpeche-ADAS I.

This order shall take effect immediately until revoked.

For guidance and compliance.

Copy furnished:
Assistant Schools Division Superintendent
CES, CID & SGOD
Public Schools District Supervisor
School Heads
Administrative Services Unit
Finance Unit

CONFORME: **WELGAE R. ADRIATICO**
Administrative Aide VI



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