



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

MEMORANDUM

No. 129, s. 2022

To: **JUNNEFE C. JARALVE**
Administrative Assistant III

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 Assistant III without any additional remuneration and compensation, to wit:

1. In-charge of Form 7/PVP
2. In-charge of Service Records (Elementary and Separated Employees)
3. In-charge of Retirement
4. Assists in the preparation and filing of 201 Files
5. In-charge of Terminal Leave Claims
6. Assists in the checking of incoming ERF, Reclassification and Conversion of position Documents
7. In-charge of clearance, retirement and terminal leave claim forms
8. Alternate of Ma. Chona B. Rosales-ADAS III.

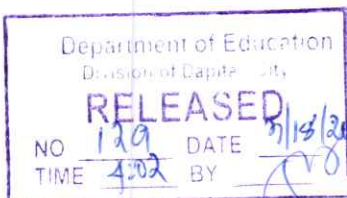
This order shall take effect immediately until revoked.

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: 
JUNNEFE C. JARALVE
Administrative Assistant III



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