



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

MEMORANDUM

No. 1970, s. 2022

To: **MA. CHONA B. ROSALES**
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 6
2. In-charge of Service Credits and COCs
3. In-charge of Study Leave
4. Prepare Special Order for Separation
5. Prepare LAWOP Certification
6. Service Record for Secondary and Insular Personnel
7. In-charge of Form 6 and DTR Forms
8. Alternate of Junnefe C. Jaralve-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: 
MA. CHONA B. ROSALES
Administrative Assistant III



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