



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

MEMORANDUM

No. 171, s. 2022

To: **ARJEAN M. ALPECHE**
Administrative Assistant II

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 I without any additional remuneration and compensation, to wit:

1. Release, routes or files non-routine critical documents as classified by the Records Officer.
2. Retrieve records requested by the Records Officer and keeps track of the whereabouts of the original document.
3. In-charge of the key in the old Division Office Records Room.
4. In-charge of the preparation of Certificate of Employment
5. In-charge of Raising of Flag and Flag Retreat activities
6. Alternate of Welgae R. Adriatico - ADA VI.

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: 
ARJEAN M. ALPECHE
Administrative Assistant I



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