



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

OFFICE MEMORANDUM

No. 241 s. 2022

TO : VICENTE RAMON V. SUAREZ II
Education Program Specialist II
This Division

[Handwritten Signature]

FROM : FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent *[Handwritten Initials]*

SUBJECT : DESIGNATION AS FOCAL PERSON OF NEAP-RELATED
ACTIVITIES

DATE : June 17, 2022

To ensure efficient delivery of services to our clientele and achieve higher rate of accomplishment of the division's annual target, there is a need to disaggregate the tasks assigned to our office.

In this regard, you are hereby directed to perform the following tasks under direct supervision of SEPS-HRD in coordination with the appropriate heads of offices in the division effective immediately;

1. Take charge of NEAP related activities, scholarship, recognized trainings including the preparation, implementation, and monitoring of its related activities;
2. Provide important updates and submit reports and other documents for information or appropriate action by the higher authorities; and
3. Perform other tasks that may be assigned by the immediate head in coordination with the appropriate authorities.

For your guidance and compliance.

