




Republic of the Philippines  
Department of Education

REGION IX  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

MEMORANDUM

No. 08, s. 2022

To: JIDELLE GARCIA  
Administrative Officer II  
Dapitan City Experimental School  


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

Subject: WORK ASSIGNMENT

Date: February 11, 2022

In the exigency of service, you are hereby advised to report to Supply Unit, Administrative Services Section, this Division, effective February 21, 2022 to perform the following functions, to wit:

1. Assist in the preparation of Certificate of Acceptance of Learning Modules and updating the stock cards and property card which is centrally procured and procured by the LGU Dapitan City.
2. Assist in the acceptance of supplies and materials.
3. Assist in the distribution of Supplier's Feedback Form, in compliance to ISO.
4. Assist in the preparation of Performance Monitoring in the Supply and GSO.

Furthermore, you are hereby to report to the Supply Unit every Monday and Wednesday of the week.

This memorandum does not carry with it any additional remuneration and compensation.

For guidance and compliance.

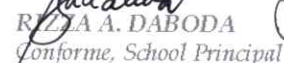
Copy furnished:

Assistant Schools Division Superintendent  
Curriculum Implementation Division  
School Governance and Operations Division  
Administrative Services Section  
Finance Section

Department of Education  
Division of Dapitan

RELEASED

NO. 08 DATE 11/11/2022  
TIME 2:41 BY JG

  
RIZZA A. DABODA  
Conforme, School Principal



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