



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

Office of the Schools Division Superintendent

17 April 2023

MEMORANDUM

No. 170, s. 2023

RESTORATION OF THE OLD SUPPLY OFFICE

To: **Nancy F. Tangcalagan, AO IV**
GSO – Designate

Miguel S. Jatico, ADA I
SDO – Proper

Roland Andres S. Fuertes, ADA I
SDO – Proper

Ramon Caincay, ADA I
Barcelona ES

Edgardo Jamilar, ADA I
Dapitan City Central School

Dante S. Narvaez
Job Order

Medelene P. Odantabao
Job Order

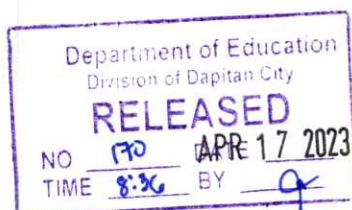
Nathaniel A. Mendiola, AO II
OIC – Supply Section

Ritchel Q. Abila, AO II
Dapitan Central ES

Jidelle G. Garcia, AO II
Dapitan Experimental ES

Junnefe C. Jaralve, AO II
Dapitan City SPED Center

1. In order to decongest the storage room of our Division Office and ensure the safety of our properties and equipment, you are advised to report to the Old Division Office, located at Dapitan City Central School, to restore the old Supply Office which shall be used as an extension of our storage room.
2. AO Nathaniel Mendiola will lead in the Inventory taking of all properties and equipment found in that place while AO Nancy Tangcalagan shall supervise the GSO Personnel in the performance of the job specified above from April 17, 2023 until its completion.
3. Accomplishment Report shall be submitted to Administrative Officer V (Administrative Services).
4. For guidance and compliance.



ROSALIO B. CONTURNO, JR., PhD
OIC-Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

OSDS-ADMS-Memo-2023-022



Sunset Boulevard, Dawo, Dapitan City
(065) 917-5113
www.depeddapitancity.net

dapitancity@deped.gov.ph
fb.com/DepEdDapitanCity

