



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

Office of the Schools Division Superintendent

July 30, 2025

DIVISION MEMORANDUM

OSDS-2025-501

To : **Jaypee Masangkay**
Administrative Officer II
Aliguay Integrated School

John Michael Molijon
Administrative Officer II
Selinog Integrated School

1. In the exigency of service and to fast-track our submission of Disbursement Vouchers and paid Payroll to the Accounting Office in compliance with the requirement set by the Commission On Audit (COA), you are advised to report to the Office of the Division Cashier, on the dates indicated below.

Name	Date
Jaypee Masangkay	August 4 - 8, 2025
John Michael Molijon	August 11- 15, 2025

2. This temporary assignment shall remain in effect provided that it does not disrupt school administrative operations, which must be given utmost priority.

3. Your full cooperation in this matter is expected and will be greatly appreciated.

4. For guidance and compliance.

JAY S. MONTEALTO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Cc: School Heads of all concerned AOs

