



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

Office of the Schools Division Superintendent

September 17, 2025

DIVISION MEMORANDUM

OSDS-2025- 607

To: **Blessyl C. Cuento**
Administrative Aide VI
Administrative Services Section

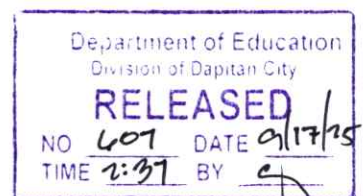
DESIGNATION AS IN-CHARGE OF THE GENERAL SERVICES UNIT

1. In the exigency of service and to ensure the efficient management of general services functions in the Schools Division Office, you are hereby designated as In-Charge of the General Services Unit (GSU) in addition to your regular duties and responsibilities as Administrative Aide VI for the Administrative Services Section, effective immediately.
2. As In-Charge of the GSU, you shall perform the following Terms of Reference:
 - Implement and monitor the SDO Cleanliness and Maintenance Plan for grounds and facilities;
 - Initiate procurement of janitorial supplies and equipment;
 - Monitor and ensure uninterrupted provision of basic utilities in the SDO;
 - Manage Conference Hall bookings; and
 - Perform other general services-related tasks as may be assigned by the Schools Division Superintendent.
3. It is understood that this designation does not carry with it any additional remuneration and compensation.
4. For guidance and compliance.

JAY S. MONTEALTO, CESO VI
Schools Division Superintendent

Conforme

BLESSYL C. CUENTO
Administrative Aide VI



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