



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

Office of the Schools Division Superintendent

August 15, 2025

DIVISION MEMORANDUM

OSDS-2025-544

To: **Medelene P. Odantabao**
Casual Employee

ADDITIONAL WORK ASSIGNMENT

1. In the exigency of service, you are hereby advised to report to the Records Section from 9:00 AM to 11:00 AM and from 2:00 PM to 4:00 PM in order to assist in the sorting filing, and routing of official communications and other relevant documents to concerned offices.
2. This temporary assignment is necessary to ensure the smooth flow of communications and timely dissemination of documents, which are critical for the efficient operations of the Schools Division Office. Given the current volume of incoming and outgoing correspondence, additional manpower support is deemed essential to prevent delays, ensure accuracy, and maintain proper records management in compliance with established government service standards.
3. For strict compliance.

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

Conforme:

medelene p. odantabao

MEDELENE P. ODANTABAO
Casual Employee

