



REPUBLIC OF THE PHILIPPINES

# Department of Education



REGION XI


DIVISION OF DIGOS CITY

Office of the Schools Division  
Superintendent

Telefax: (082) 553-8396; 553-8376

Division Memorandum No. 805, s. 2016

TO: HELEN T. PAYAPAYA  
Administrative Officer II  
Senior High School

FROM:   
DEE D. SILVA, DPA, CESO VI  
Schools Division Superintendent

SUBJECT: Perform the Duties and Functions of the Administrative  
Assistant I - Budget

DATE: December 21, 2016

In the exigency of the service, you are hereby directed to perform the duties and functions of the Administrative Assistant I in the Budget and Finance Section in addition to your current function as Administrative Officer II in the Senior High School starting December 21, 2016 until January 15, 2017. This is to ensure the timely preparation of year-end financial reports for Fiscal Year 2016 by the aforementioned section.

Please be guided accordingly.

SCHOOLS DIVISION OF DIGOS CITY

RELEASED 12229

DATE DEC 23 2016 TIME 8:29 AM

BY: 