

Republic of the Philippines

Department of Education

Region XI SCHOOLS DIVISION OF DIGOS CITY

Digos City



DIVISION MEMORANDUM

September 24, 2018

No. 902, s. 2018

Assignment Order

TO: FRANCES MILLICENT R. DURANO
Nurse II

- 1. In the exigency of the service, you are designated temporarily as the division nurse in lieu of Mrs. Daissy Jane P. Sanoy who is on leave effective October 01, 2018.
- 2. As division nurse, your duties and responsibilities include the following:
 - a. Prepares division reports when needed;
 - Assist the Officer-In-Charge of the Health and Nutrition in the implementation of the health activities;
 - c. Does other related duties:
- 3. Attached is the schedule of duty.
- 4. This shall take effect immediately and shall be revoked when the division nurse will resume her duty.

Please be guided accordingly.

WINNIE E. BATOON, Ed.D

Officer-In-Charge
Office of the Schools Division Superintendent

For and in the absence of the Schools Division Superintendent

SOLLIE B. OLIVER, LLB, MATE Chief ES-SGOD

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References:

Health Section

To be indicated in the <u>Perpetual Index</u> under the following subjects:

Governance

Health memo



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Region XI SCHOOLS DIVISION OF DIGOS CITY



Digos City

DEPLOYMENT DUTY SCHEDULE

SCHOOL/AREA	DAY
Division Office	Monday
Matti-Integrated High School	Tuesday
Matti-Integrated High School	Wednesday
Ruparan National High School	Thursday
Division Office	Friday

References: Health Section

To be indicated in the $\underline{\text{Perpetual Index}}$ under the following subjects: