



Republic of the Philippines
Department of Education
Region XI
**SCHOOLS DIVISION OF
DIGOS CITY**

**DIVISION
MEMORANDUM No.**
137, s. 2022

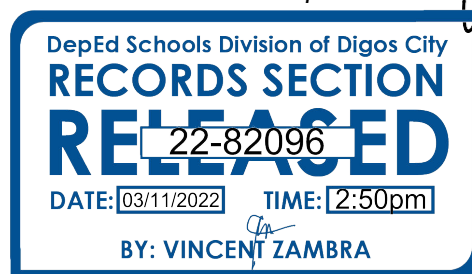
February 28, 2022

ASSIGNMENT ORDER

To: **DAISSY JANE P. SANoy, RN**
Nurse II
HAZEL MARIE L. ESCABILLAS, RN
Nurse II

1. In the exigency of service, you are designated temporarily as the Officer -in Charge of the Health and Nutrition Unit in lieu of Dr. Jasmine A. Asarak, DMD who is on leave starting February 28 to March 11, 2022.
2. As the Officer –In Charge, your duties and responsibilities include the following;
 - a. to check and sign the daily time record (DTR) of the Health personnel
 - b. check and approved authority to Travel (ATT) of the Health personnel
 - c. review and approved documents not requiring financial needs
 - d. attendance to the unit Head meeting
 - e. does other related duties of the Unit head.
3. Attached is the date of the schedule of the Officer- In-Charge of the week.
4. This shall take effect immediately and shall be revoked when the Unit Head resume her duty.
5. Please be guided accordingly.

CRISTY C. EPE
Schools Division Superintendent



ASSIGNMENT ORDER

NAME	DATE
DAISSY JANE P. SANROY, RN	FEBRUARY 28 - MARCH 04, 2022
HAZEL MARIE L. ESCABILLAS, RN	MARCH 7-11, 2022



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