MEMORANDUM

To: MRS. ELIZABETH R. IFURUNG
Administrative Officer IV

From: SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

Date: December 10, 2018

Subject: DESIGNATION ORDER

In view of the retirement of Ms. Leoncia P. Tito, you are hereby designated as Officer-in-Charge of the Records Section effective Dec. 10, 2018 until a new Records Officer will be hired.

As such, you are expected to perform all the functions attached and delegated to the position.

For guidance and compliance.

Cc: ASDS
    Chief CID and SGOD
    Section Chiefs
    File