



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

163
JEP ED-DIVISION OF CAGAYAN DE ORO CITY
CAGAYAN DE ORO CITY
RELEASED
DATE: OCT 11 2024

Office of the Schools Division Superintendent

MEMORANDUM

TO : **IAN H. SUSVILLA**
Administrative Assistant III

Thru : **THE SCHOOL HEADS**
Agusan ES
Paiaian iS
FS Catanico ES
Camansi IS

FROM : **ROY ANCELO E. GAZO**
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT : **REINSTATEMENT**

DATE : **October 1, 2024**

1. Effective October 1, 2024, you are hereby directed to resume your duties and responsibilities as Administrative Assistant III to the following schools:

Agusan Elementary School
Palalan Integrated School
FS Catanico Elementary School
Camansi Integrated School

2. You are expected to report to your assigned work location and coordinate with the school administration regarding any updates or adjustments to your duties during your leave. Kindly ensure that all pending tasks are promptly addressed and that you maintain the standard of work expected in your position.

3. For information and strict compliance.



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City
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