



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



Office of the Schools Division Superintendent

MEMORANDUM

TO : **LOURENZE P. BAUTISTA**
Administrative Assistant II

Thru : **ALMA B. PENONIA**
School Head
Kauswagan Central School

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

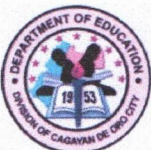
SUBJECT : **ADDITIONAL SCHOOL ASSIGNMENT AS ADAS II**

DATE : **September 13, 2024**

1. In the exigency of service, you are advised to perform duties and responsibilities of Administrative Assistant II at the following schools listed below in behalf of **FEROSECHEL P. ABOT** until such time that she will be back from her maternity leave.

Schools	Disbursing Officer/ADAS II	Effectivity
Bonbon National High School	FEROSECHEL P. ABOT	September 22, 2024
Kauswagan National High School	FEROSECHEL P. ABOT	September 22, 2024

2. For information and strict compliance.



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