



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



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

RELEASED

DepEd, Division of Catanduanes

RECORDS SECTION

Date: DEC 11 2018

Time: 9:01 AM

Initial/Signature: C