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Republika ng Pilipinas
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Tanggapan ng Pangalawang Kalihim sa Pangangasiwa

DEPARTMENT OF EDUCATION
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7512
OCT 12 2022

OUA-OUT-081822-009

MEMORANDUM
18 August 2022

TO : REGIONAL DIRECTORS AND BARMM EDUCATION
MINISTER
SCHOOLS DIVISION SUPERINTENDENTS CONCERNED
SCHOOLS HEADS AND TEACHERS CONCERNED

RECEIVED
DEPARTMENT OF EDUCATION
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION
SEP 27 2022
7:00 PM
MUA

FROM : **ATTY. KRISTIAN R. ABLAN, CESO I**
Undersecretary for Administration

SUBJECT : **OFFICER-IN-CHARGE OF THE ASSET MANAGEMENT
DIVISION UNDER ADMINISTRATIVE SERVICE-CENTRAL
OFFICE**

Pursuant to the Office of the Undersecretary for Administration Office Order No. 01, s. 2022, please be informed that **Mr. Albert C. Alano**, Supervising Administrative Officer of the Asset Management Division (AMD) under the Administrative Service - Central Office, is the newly designated **Officer-in-Charge** of the AMD effective 17 August 2022.

All concerns, requests, transactions related to AMD Central Office shall be addressed to Mr. Alano. He shall sign official correspondence in the following manner:

ALBERT C. ALANO
Officer-in-Charge
Asst. Management Division, Administrative Service

This Order takes effect immediately and shall remain in force unless otherwise revoked. All previous issuances inconsistent with this Order or parts thereof are hereby deemed repealed, revoked, or superseded accordingly.

For guidance and compliance.

DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION - CENTRAL OFFICE
OCT 10 2022
BY: [Signature]

Office of the Undersecretary for Administration
DEPARTMENT OF EDUCATION
RECORDS SECTION - Central Office, Room 508, 5th Floor Mabini Building.

October 05, 2022

To: **SDO Chiefs, Section/Unit Heads**
Education Program Supervisors
Public Schools District Supervisor and In-Charge of the Districts
Elementary and Secondary School Heads, and
All Other Concerned

For Information and guidance.

SUSAN S. COLLANO
Schools Division Superintendent