

Republic of the Philippines

Department of Education REGION XI

SCHOOLS DIVISION OF DAVAO DE ORO

Office of the Schools Division Superintendent

April 18, 2024

2024-04-24-07/2

2 3 APR 2024

OFFICE MEMORANDUM

No. 044, s. 2024

TO

JOEMERYN R. MUÑOZ

Administrative Officer II

This Division

SUBJECT

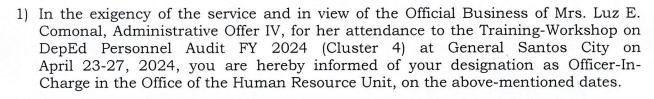
DESIGNATION ORDER

3/

FROM:

CRISTY C. EPE CESO V

Schools Division Superintendent



- 2) As such, you are tasked to ensure continuous operation of the Office in providing efficient and effective administrative services.
- 3) For and on behalf of the Administrative Officer IV (HRMO), you shall sign the following documents:
 - a) Leave of application (CS Form 6) for the Rank and File (Office of the SDS);
 - b) Working papers for salary claims computation.
- 4) This designation is in addition to your usual duties and functions as Administrative Officer II and shall automatically cease upon the return to duty of Mrs. Comonal from the said travel.
- 5) Please be guided accordingly.

cc.: LUZ E. COMONAL

Administrative Officer IV

