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Republic of the Philippines
Department of Education
Region 1

SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)

DIVISION MEMORANDUM

MAR 25 2025

DIVISION MEMORANDUM

No.: 183 s. 2025

TO: SHEENA R. PARDILLA
Librarian II

FROM: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

SUBJECT: DESIGNATION AS OIC - PROJECT DEVELOPMENT OFFICER II

DATE: March 17, 2025

PARTICULARS

1. In the interest of service and to ensure the continuous and efficient operation of the office, you are hereby designated as **Officer-in-Charge, Project Development Officer (PDO) II**, in addition to your regular duties, effective March 17, 2025, until September 17, 2025, or until further notice.
2. This designation is made in light of the temporary absence of the current Project Development Officer II, **Mr. Aurelio C. Dayag, Jr.**
3. You are hereby expected to perform the functions inherent to the position and exercise the necessary authority to carry out its responsibilities.
4. For your information.

SHEILA MARIE A. PRIMICIAS, EdD, CESO VI
Schools Division Superintendent

"Sa Matatag na Panuntunan, Serbisyong Tapat Maaasahan"

Document Code: _____
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