



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

October 28, 2025

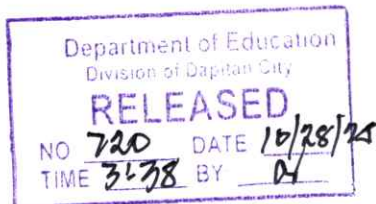
DIVISION MEMORANDUM
OSDS-2025- 720

To: **LJ B. Elnas**
Administrative Assistant II
Barcelona NHS

TEMPORARY ASSIGNMENT AT RECORDS SECTION

1. In view of the two-week sick leave of Ms. Cherry Maih E. Abellion and to ensure the efficient processing of incoming and outgoing communications, you are hereby directed to report to the SDO Records Section every Wednesday and Thursday until her return to office.
2. You shall assist in the receiving and releasing of documents and other related tasks as may be assigned by the Records Officer. Strict observance of office protocols and proper handling of official records is expected.
3. For guidance and compliance.


JAY S. MONTEALTO, CESO VI
Schools Division Superintendent



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