



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

Office of the Schools Division Superintendent

June 11, 2025

**DIVISION MEMORANDUM**

No. 300, s. 2025

To : **Jennifer O. Gregorio, D.O. II**  
**Myen A. Arbule, D.O. II**  
**Marenell C. Salido, ADAS II**  
**Aljenn D. Caylaluad, ADAS II**  
**Richel T. Daguinotas, ADAS II**  
**Jedyn B. Acaylar, ADAS II**

**TEMPORARY ASSIGNMENT AT THE CASHIER'S OFFICE**

1. In the exigency of service and to fast-track our submission of Disbursement Vouchers and paid Payroll to the Accounting Office in compliance with the Demand Letter issued by the Commission On Audit (COA), you are advised to report to the Cashier's Office on the dates indicated below.

Name	Date
Jennifer O. Gregorio	June 16 & June 24, 2025
Myen A. Arbule	June 17 & June 25, 2025
Marenell C. Salido	June 18 & June 26, 2025
Aljenn D. Caylaluad	June 19 & June 27, 2025
Richel T. Daguinotas	June 20 & June 30, 2025
Jedyn B. Acaylar	June 23 & July 1, 2025

2. This temporary assignment is in line with the Division's commitment to uphold and ensure adherence to audit requirements.

3. Your full cooperation in this matter is expected and will be greatly appreciated.

4. For guidance and compliance.

**AURELIO A. SANTISAS, CESE**

Assistant Schools Division Superintendent  
Officer-In-Charge

Office of the Schools Division Superintendent

Copy furnish:

The School Heads (of the concerned personnel)

