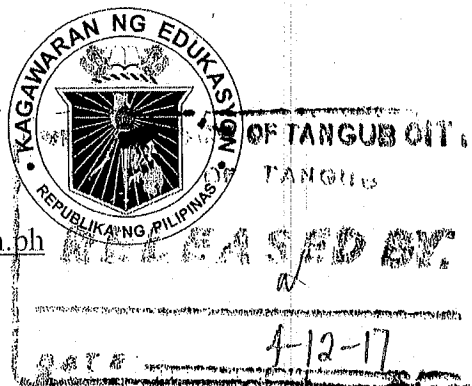


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Department of Education
 Region X
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Division Memorandum
 No. 78 s. 2017

TO: Division Office Administrative and Finance Section
 North and Southwest District Elementary and Secondary School Heads
 North and Southwest District Administrative Assistant III
 This Division

SUBJECT: TRANSFER OF WORK STATION OF ADMINISTRATIVE ASSISTANT III IN THE SCHOOL WITHIN THE DISTRICT

DATE: April 11, 2017

1. This pertains to the request of the school heads of North and Southwest District through the Coordinating Principals regarding the transfer of station of the assigned district bookkeepers (ADA III) from district office to school or office that is more accessible by school heads.
2. In this connection the following district bookkeepers (ADA III) will report to the subsequent work station effective immediately to facilitate submission of MOOE liquidation and other financial reports;

Name of ADA	Station		Remarks
	From	To	
1. Julie B. Ungab	Sta. Maria CS	Maloro ES	Assist the school head in office work in addition to her function as district bookkeeper
2. Nelia B. Claro	Sumirap CS	Division Office	Temporary station to assist in the preparation of report in the cashiering section of the division and train the new cashier staff in addition to her function as district bookkeeper.

3. The school principals of the receiving school/ office will become the immediate superior of the bookkeeper (ADA III) and will exercise direct supervision over them. It is directed that they will provide space and office equipment needed for the incoming personnel to function efficiently and effectively.
4. It is further directed that the personnel will enroll in the biometric system of her new station.
5. For information and guidance and compliance.

VICTORIA V. GAZO
 Schools Division Superintendent