



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

DIVISION MEMORANDUM

ADM-2025 - 033

TO: **MARY DALE F. ELICA**
Administrative Officer IV (Cashier II)

From: **ALFREDO B. GUMARU JR. EdD, CESO V**
Schools Division Superintendent

Date: JUL 22 2025

Subject: **ASSIGNMENT ORDER**

1. Due to the approval of your appointment as Administrative Officer IV (Cashier II) you are hereby advised of your assignment at the Office of the Schools Division Superintendent, Schools Division of Batanes, Basco, Batanes, to perform the duties and responsibilities of the position (As per attached Position Description Form), effective immediately.
2. You are therefore advised to clear yourself of all money and property accountabilities from your current assignment before reporting to your new office assignment.
3. Please be guided accordingly.

OSDS/abgj/ebe



Address: Basco, Batanes, 3900
Contact No.: 09687467949, 09539704860
Email Address: batanes@deped.gov.ph
Facebook: facebook.com/deped.batanes
Website: <https://depedbatanes.ph>

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