

Republic of the Philippines

Department of Education

REGION I SCHOOLS DIVISION OF VIGAN CITY

July 6, 2025

SPECIAL ORDER

No. ____ s. 2025

Mrs. Marinel T. Valdez Head Teacher II San Julian Elementary School

ASSIGNMENT ORDER

In view of your recent promotion and the approved leave of absence of Mr. Pablo Bañaga Jr., Head Teacher III, you are hereby designated as Officer-in-Charge of San Julian Elementary School. Furthermore, you are mandated to perform the duties and responsibilities attached to your position and such other related functions as may be assigned.

It is understood that you may be transferred/reassigned to another school within the division where you are presently deployed or where your services are needed.

It is advised, therefore, that you clear yourself from money and property accountabilities and submit the same to this Office not later than August 11, 2025.

This order shall take effect on August 8, 2025.

A D., EDA, CESO V/ Schools Division Superintendent

Conforme:

Mrs. Marinel Valdez Head Teacher II

Copy furnished:

Vivian Del Castillo Principal I-CAPES

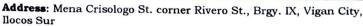
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