



DEC 15 2015

DIVISION MEMORANDUM

No. 856 . s. 2015

AREA OF ASSIGNMENT OF ASDS'S

To: **District Supervisors/OICs**
Secondary Lead School Principals
Medical Officers

1. The field is hereby informed of the area of assignment of the Assistant Schools Division Superintendents of this Office which shall be divided into two as North and South.
2. The South Area shall be the concern of ASDS **Ester S. Futralan**, and ASDS **Roseller N. Gelig** for the North Area.
3. Relative to this, checking and approval of Claim of Travelling Allowance, Form 48. Step Increment of field personnel. shall be done by the concerned ASDS.
4. In addition, the approval of Work Program of Nurses, Dentists and Dental Aides shall be the concern of ASDS Futralan and Gelig. with reference to their respective assignments.
5. Wide dissemination of this Memorandum is encouraged.


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