





**MEMORANDUM**

TO: Asst. Schools Division Superintendent  
OIC, Asst. Schools Division Superintendent  
Chief, CID and SGOD  
Education Program Supervisors I  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Elementary and Secondary School Teachers

FROM:   
**CHERRYLOU D. DE MESA**  
OIC, Schools Division Superintendent 

SUBJECT: **DESIGNATION OF OIC-ACCOUNTANT**

Date: November 24, 2015

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In view of the sick leave of absence of Ms. Cherry Bayot, Accountant II of this division, please be informed that Ms. Nezy L. Suayan is hereby designated as OIC-Accountant effective December 01, 2015 until Ms. Bayot reinstates to work.