



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

OFFICE MEMORANDUM

To : **DOROTHY JOY B. YTING**
Administrative Officer V

Subject : **DESIGNATED AS SIGNATORY FOR FORM 7 AND ITS
CORRESPONDENCE RELATED THERETO**

Date : **January 2, 2024**

In view of the various activities to attend to in the schools on the first week of January 2024, you are hereby designated to sign the Form 7 for the month of December 2023.

Along with this order you shall ensure that all the entries in the Form 7 are correct and duly reviewed by the Administrative Officer IV – Personnel and Administrative Officer II – Payroll In-charge in the Division.

You shall report to the undersigned as to whatever problems encountered during the preparation so it will be addressed immediately.

NIMFA R. LAGO, CESO VI
Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent

