



Republic of the Philippines
Department of Education
Region VII, Central Visayas
Tagbilaran City Schools Division
City of Tagbilaran



OFFICE MEMORANDUM

No. 178 s. 2015

TO : Mrs. Melany Buntag Cashier II (CTI)

SUBJECT: Delineation of Functions

DATE : August 5, 2015

You are hereby advised to perform the following functions based on the Results on Performance-based Management System (RPMS) of the Civil Service Prime -HRM duties and functions required.

Based on your own choice during the conference with the Assistant Schools Division Superintendent last July 9, 2015 you have decided to assist the Administrative Officer's duties and responsibilities. You are therefore expected to meet and coordinate with the Administrative Officer V to agree on specific tasks and work with Mr. Ruel Namocatcat effectively and efficiently.

For your guidance and compliance.


EVANGEL M. LUMINARIAS, Ph.D., CESO V
Schools Division Superintendent 