



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



**OFFICE MEMORANDUM**

No. 179 s. 2015

TO : Mr. Ruel C. Namocatcat, Administrative Officer V

SUBJECT: Revisitation of Duties and Functions

DATE : August 5, 2015

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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.

Specifically, you are already aware of your duties and functions as an Administrative Officer V. Considering that Mrs. Melany Buntag, Cashier II, CTI opted to work with you, please facilitate and come up with an agreement regarding your roles and function and give her the specific tasks to do in order to accomplish expected job on or before due time. **Please submit also your IPCRF for January to June, 2015.**

Please be guided accordingly.

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