



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF LUCENA CITY**

SDO LUCENA CITY  
093  
**RELEASED**  
mida 1/9/2025  
4:19pm

**DESIGNATION ORDER**  
**2025-PER-004**

TO : **GECELE S. CUARTO**  
Administrative Officer II

FROM : **SUSAN DL. ORIBIANA**  
Schools Division Superintendent

SUBJECT : **DESIGNATION ORDER AS ADMINISTRATIVE OFFICER II OF HERMANA FAUSTA ELEMENTARY SCHOOL AND DON VICTOR VILLE NATIONAL HIGH SCHOOL**

DATE : January 8, 2025

1. In the exigency of service, you are hereby designated as Administrative Officer II of **Hermana Fausta Elementary School and Don Victor Ville National High School** effective January 10, 2025.
2. You are expected to perform the duties and responsibilities attached to your designation and such other related functions as may be assigned until such time this designation order is rescinded.
  - Personnel Administration
    - a) Recruitment and Selection
    - b) Personnel Records
    - c) Compensation and Benefits
    - d) Other HR-related functions
  - Property Custodianship
  - General Administrative Support
  - Financial Management
3. Immediate dissemination of and strict compliance with this Order is directed.

Concurred:

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GECELE S. CUARTO  
Administrative Officer II