



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

DESIGNATION ORDER
2025-PER-011

TO : **CLARICE LOUISE P. DUEÑAS**
Administrative Officer II

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

SUBJECT : **DESIGNATION ORDER AS ADMINISTRATIVE OFFICER II OF LUCENA EAST IV AND LUCENA EAST V ELEMENTARY SCHOOL**

DATE : January 8, 2025

1. In the exigency of service, you are hereby designated as Administrative Officer II of **Lucena East IV and Lucena East V Elementary 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to your designation and such other related functions as may be assigned until such time this designation order is rescinded.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:

CLARICE LOUISE P. DUEÑAS
Administrative Officer II