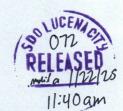


Republic of the Philippines

Department of Education

REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY



DESIGNATION ORDER 2025-PER-035

TO

: JEAN O. SOLOMON

Administrative Officer II

FROM

: SUSAN DL. ORIBIANA

Schools Division Superintendent

Admir - Home

SUBJECT

: DESIGNATION ORDER AS ADMINISTRATIVE OFFICER II OF DALAHICAN

ELEMENTARY SCHOOL-ANNEX

DATE : January 10, 2025

1. In the exigency of service, you are hereby designated as Administrative Officer II of **Dalmatian Elementary School-Annex** effective January 10-31, 2025.

Three (3) Days – Lucena South I Elementary School Two (2) Days – Dalahican Elementary School-Annex

- 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to your designation and such other related functions as may be assigned until such time this designation order is rescinded.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:

JEAN O. SOLOMON Administrative Officer II





Email Address: lucena.city@deped.gov.ph

Website: depedlucena.com