



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

Office of the Schools Division Superintendent

January 11, 2021

DIVISION MEMORANDUM

No. 003, S. 2021

DESIGNATION OF XYZETTE V. GANZA AS PRINCIPAL-IN-CHARGE OF THE DISTRICT OF KABANKALAN IV

To :

- Assistant Schools Division Superintendent
- Chief Education Supervisors, CID & SGOD
- Public Schools District Supervisors
- Public Elementary & Secondary School Heads
- All Others Concerned

1. This is to disseminate to all personnel in the division the designation of XYZETTE V. GANZA, PhD, Principal I of Tabugon Elementary School as the **Principal In-Charge of the District of Kabankalan IV** of the Schools Division Office of Kabankalan City effective immediately.
2. Dr. Ganza is expected to coordinate with the Curriculum Implementation Division in support of the Division Thrusts, Programs and Activities relative to her designation as the PID of Kabankalan IV.
3. Everyone is enjoined to cooperate and accord the usual courtesy and respect due to her and the office she represents.
4. For information and guidance.


PORTIA M. MALLORCA, PhD, CESO V
Schools Division Superintendent



Republic of the Philippines

Department of Education

**Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY**

Office of the Schools Division
Superintendent

MEMORANDUM

To : **XYZETTE V. GANZA, PhD**
Principal I
Tabugon Elementary School

From : **PORTIA M. MALLORCA, PhD, CESO V** *pmi*
Schools Division Superintendent

Designation : **DESIGNATION AS PRINCIPAL-IN-CHARGE OF THE DISTRICT OF
KABANKALAN IV**

Date : January 11, 2021

You are hereby designated as **Principal-In-Charge of the District of Kabankalan IV** effective immediately in addition to your regular duties and functions as Principal I of Tabugon Elementary School.

This designation carries with it the authority and responsibility to perform functions relative to the position in support to the division thrusts, programs and activities.

Moreover, you are advised to work in coordination with the Officer-In-Charge of the Chief Education Supervisor, Curriculum Implementation Division (OIC-Chief CID).

The designation does not carry with it additional remuneration and can be revoked or rescinded by this Office when deemed necessary for the good of the service.

Be guided accordingly.

**CC: ASDS Peter J. Galimba
Junry M. Esparar
Cecilia G. Abello**



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