



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

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*Office of the Schools Division Superintendent*

January 11, 2021

**DIVISION MEMORANDUM**

No. 004, S. 2021

**DESIGNATION OF HELEN M. MAMBALOS AS DIVISION MULTIGRADE COORDINATOR**

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 **MRS. HELEN M. MAMBALOS** Public Schools District Supervisor of Kabankalan I as the **DIVISION MULTIGRADE COORDINATOR** of the Schools Division Office of Kabankalan City effective immediately.
2. Mrs. Mambalos is expected to coordinate with the Curriculum Implementation Division in support of the Division Thrusts, Programs and Activities relative to her designation as the Division Multigrade Coordinator.
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*

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Office of the Schools Division  
Superintendent

**MEMORANDUM**

To : **HELEN M. MAMBALOS**  
Public Schools District Supervisor  
District of Kabankalan I

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

Designation : **DESIGNATION AS DIVISION MULTIGRADE COORDINATOR**

Date : January 11, 2021

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You are hereby designated as **DIVISION MULTIGRADE COORDINATOR** effective immediately in addition to your regular duties and functions as Public Schools District Supervisor of Kabankalan I.

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The designation does not carry with it additional remuneration and can be revoked or rescinded by this Office when deemed necessary for the good of the service.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