Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

**LILO-AN NATIONAL HIGH SCHOOL**

Poblacion, Lilo-an, Cebu 6002

June 19, 2017

**SCHOOL MEMORANDUM**

**No. 07, s. 2017**

**DESIGNATION OF WAYS & MEANS COORDINATOR**

**TO**: **SHEILA P. GARBO**

1. This Office hereby informs you of your additional Ancillary Service as you are designated as **WAYS & MEANS** COORDINATOR.
2. Specific Task:

### 2.1 Facilitate / make recommendations for school’s budget, sourcing, etc. 2.2 Facilitate and monitor the operation School Canteen.

1. Immediate dissemination and compliance with this Memorandum is expected.

**CARMELITO M. LAURON, SR. CONFORM:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Assistant School Principal II

DISTRIBUTION:

1 copy for Ms. S. Garbo

1 copy for the Faculty Club

1 copy for the Bulletin Board

1 copy on file