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. 09, s. 2017**

**DESIGNATION OF SCHOOL FACILITIES COORDINATOR**

**TO**: **NONYLON JULE U. DAGUIT**

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

### 2.1 Facilitate / Schedule preventative maintenance of lights, chairs, electric fans, water electric pump, etc., and respond to urgent maintenance calls and participate in the creation of emergency preparedness plans.

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

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

 Assistant School Principal II

DISTRIBUTION:

1 copy for Mr. N. Daguit

1 copy for the Faculty Club

1 copy for the Bulletin Board

1 copy on file