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Republic of the Philippines
Department of Education
 Region III
SCHOOLS DIVISION OF BULACAN

January 29, 2020

To: Assistant School Division Superintendents
 SGOD and CID Chiefs
 Public Schools District Supervisors
 Elementary and Secondary School Principals/ OICs
 All Others Concerned

Please be informed of the changes of signatories in the following documents in the preparation of appointments effective immediately.

Documents	Elementary	Senior High School	Junior High School
Personal Data Sheet	School Principal/ Head Teacher	School Principal	School Principal/ Head Teacher
Oath of Office	School Principal/ Head Teacher	Asst. Schools Division Superintendent	School Principal/ Head Teacher
Assumption to Duty	School Principal/ Head Teacher	Asst. Schools Division Superintendent	School Principal/ Head Teacher
Position Description Form	School Principal/ Head Teacher	School Principal	School Principal/ Head Teacher

Further, the processing of appointments (Form 33) will still be administered at the Personnel Unit however the preparation of documents shall be assisted by the school's Administrative Assistant II.

For information and compliance.

GHPascual
GERMELINA H. PASCUAL, CESO V
 Schools Division Superintendent

Division Letter
 No. 20s. 2020



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