



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
DIVISION OF GENERAL TRIAS CITY
LUIS Y. FERRER JR. NORTH NATIONAL HIGH SCHOOL


SCHOOL MEMORANDUM

No. 01, s. 2023

DESIGNATION AS ASSISTANT TO THE PRINCIPAL

To: All Teaching and Non-Teaching Personnel

1. The entire community is hereby informed on the designation of **Mr. Erwin A. Asugui**, former Teacher-in-Charge of the institution as Assistant to the Principal for Administration and Supervision (Curriculum/Operations) effective February 01, 2023.
2. It is reiterated that the designation of Mr. Asugui entails no extra compensation as he performs the related tasks assigned to him by the office.
3. In addition, the duties and functions of the above-mentioned person shall be done after his regular teaching loads in Parklane.
4. As an assistant, he is expected to conduct classroom observations, monitors classes, and provides technical assistance to teachers. He is also expected to initiate moves that will contribute to the operations and governance of the school.
5. It is expected that the usual courtesy and cooperation will be extended to him.
6. All concerned should be guided accordingly.
7. Immediate and widest dissemination of this Memorandum is highly desired.


NANETH P. SALVADOR, EdD
Principal I



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