



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

September 5, 2022

DIVISION MEMORANDUM

No. 305, s. 2022

**Officer-In-Charge of the Asset Management Division under
Administrative Service Central Office**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools

1. Attached is **Memorandum OUA-OUT-081822-009** titled “**Officer-In-Charge of the Asset Management Division under Administrative Service Central Office**”.
2. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

osds/admin

Encl: As stated

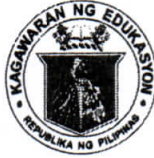
Reference: As stated

To be indicated in the Perpetual Index
Under the following subjects:

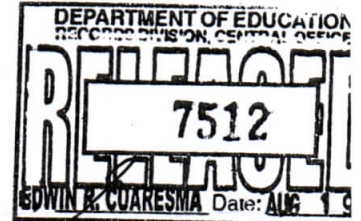
OFFICERS



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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim sa Pangangasiwa



OUA-OUT-081822-009

MEMORANDUM
18 August 2022

TO : **REGIONAL DIRECTORS AND BARMM EDUCATION MINISTER
SCHOOLS DIVISION SUPERINTENDENTS CONCERNED
SCHOOLS HEADS AND TEACHERS CONCERNED**

FROM : **ATTY. KRISTIAN R. ABLAN, CESO I**
Undersecretary for Administration

SUBJECT : **OFFICER-IN-CHARGE OF THE ASSET MANAGEMENT DIVISION UNDER ADMINISTRATIVE SERVICE-CENTRAL OFFICE**

Pursuant to the Office of the Undersecretary for Administration Office Order No. 01, s. 2022, please be informed that **Mr. Albert C. Alano**, Supervising Administrative Officer of the Asset Management Division (AMD) under the Administrative Service - Central Office, is the newly designated **Officer-in-Charge** of the **AMD** effective **17 August 2022**.

All concerns, requests, transactions related to AMD Central Office shall be addressed to Mr. Alano. He shall sign official correspondence in the following manner:

ALBERT C. ALANO
Officer-in-Charge
Asset Management Division, Administrative Service

This Order takes effect immediately and shall remain in force unless otherwise revoked. All previous issuances inconsistent with this Order or parts thereof are hereby deemed repealed, revoked, or superseded accordingly.

For guidance and compliance.

