



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

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**DIVISION MEMORANDUM**

No. 377, s. 2022

**DESIGNATION AS DIVISION GUIDANCE COUNSELOR**

To : **PRECY C. CALVEZ**  
Guidance Counselor  
Senior High School – San Antonio Campus

1. In the exigency of the service, you are hereby designated as the **Division Counselor for Secondary School Learners both Public and Private** schools of the City Schools Division of Biñan City, effective immediately.
2. As such, you shall act in accordance with the existing guidelines that defines the roles and functions of the position designated in addition to your present position.
4. It is understood that you shall perform the duties and responsibilities of the said position effectively and efficiently.
6. Please be guided accordingly.

  
**EDNA FAURA-AGUSTIN**  
Schools Division Superintendent

Encl: As stated

Reference:

SGOD/SMME / ILG / DM-Designation as Division Guidance Counselor  
/ 12/01/2022

