Republic of the Philippines
Department of Education
Region XII
GLAN SCHOOL OF ARTS AND TRADES
Glan, Sarangani Province

School Memorandum
No. 09 - 11, s. 2025

To	**: IVANNA A. CERNA** **TEAHER I**
From	: **JOSIE TEOFILA N. QUIJANO PhD** Vocational School Administrator II
Subject	**: DESIGNATION AS GRADE 10 CURRICULUM CHAIRPERSON**
Date	**September 26, 2025**

Knowing your competence and efficiency in the service, aside from your regular teaching loads, the undersigned hereby designates you as the Grade 10 Curriculum Chairperson of this institution. As such, you have to perform to the highest degree of your capacity the following duties and responsibilities sanctioned to you as to wit:

a) Initiate the planning of activities, interventions and programs, and represent the grade 10 in school related meetings, workshops, seminars, and conferences;
b) Coordinates with the Vocational School Administrator, teachers, employees and other essential manpower in the delivery and performance of your function;
c) Promote cooperation, understanding and rapport with the teachers, employees, students and the community for their involvement and participation in all activities of Grade 10, and
d) File and record all necessary documents.

This memorandum effects immediately until revoked.

Please be guided accordingly.

JOSIE TEOFILA N. QUIJANO PhD
Vocational School Administrator II