



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

16 SEPTEMBER 2022

DIVISION MEMORANDUM

No. 591 s. 2022

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

To: OIC- Assistant Schools Division Superintendent  
Chief Education Supervisors  
All Heads, Public Elementary and Secondary Schools  
All Heads, Unit/Section Heads  
All Teaching and Non-Teaching Personnel  
All Others Concerned

1. Pursuant to the Office of the Undersecretary for Administrative 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**.

2. He shall sign official correspondence in the following manner:

**ALBERT C. ALANO**

Officer-in-Charge

Asset Management Division, Administrative Service

3. Attached is OUA-OUT-081822-009 for information and guidance of all concerned.

4. Immediate dissemination of this memorandum is desired.

**For:**

**NATIVIDAD P. BAYUBAY, CESO VI**

Schools Division Superintendent

**By:**

**ANTONIO P. FAUSTINO, JR.**

OIC- Assistant Schools Division Superintendent



Brgy. Potol, Tayabas City



(042) 710-0329 or (042) 785-9615



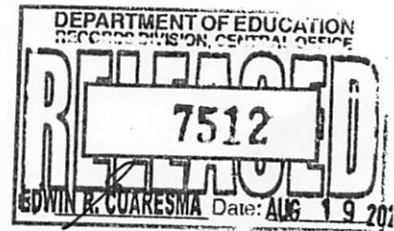
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<https://depedtayabas.com/>



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.

