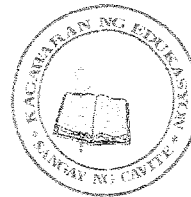




Republic of the Philippines
 Department of Education
 Region IV-A (CALABARZON)
DIVISION OF CAVITE
 Trece Martires City



MEMORANDUM

TO: Assistant Schools Division Superintendent
 OIC – Office of the Assistant Schools Division Superintendent
 Chief, CID / SGOD
 Education Program/ District Supervisors
 Public and Private Secondary School Heads
 All Other Concerned

Editha M. Atendido
FROM: EDITHA M. ATENDIDO
 Assistant Schools Division Superintendent

SUBJECT: DIVISION TASK FORCE AND SCHEDULE OF DISTRIBUTION AND RETRIEVAL OF NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE) MATERIALS

DATE: August 24, 2015

In order to facilitate the smooth flow of the distribution and retrieval of NCAE materials to public and private secondary schools, the following schedule will be observed.

	VENUE	TIME	PUBLIC SCHOOL	PRIVATE SCHOOL
DISTRIBUTION : August 25, 2015	Library Hub	8:00 – 10:00 AM	North, West	North
		10:00 – 12:00 PM	South, East	South
RETRIEVAL : August 27, 2015	Library Hub	1:00 – 2:30 PM		West
		2:30 – 4:00 PM		East

The members of the Division Task Force are the following:

NAME	STATION
Dr. Eduarda M. Zapanta	Division Office
Dr. Allain Alvarez	Division Office
Norita C. Vasquez	Division Office
Perlita A. Villanueva	Talon NHS



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Ester M. Zuniega	Tanza National Trade School
Joanne J. Pacatang	GMA
Myrna D. Avinante	Silang
Manuel R. Nueva	Trece Martires City NHS
Ronald Allan C. Ferrer	Trece Martires City NHS
Reynaldo E. Herrera Jr.	Trece Martires City NHS
Danny M. Limosinero	Trece Martires City NHS
Anthony R. Dimapilis	Trece Martires City NHS
Felicisimo Saldevera	Trece Martires City NHS

For information and guidance of all concerned.