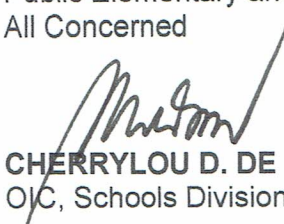




## MEMORANDUM

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

FROM:   
**CHERRYLOU D. DE MESA**  
OIC, Schools Division Superintendent

SUBJECT: **SDO PERSONNEL IN – CHARGE OF LEGAL MATTERS PER MUNICIPALITY**

DATE: October 25, 2016

---

Please be informed of the following SDO personnel who will be in-charge of legal matters per municipality / city.

SDO PERSONNEL	MUNICIPALITY
Judith Arturo	Naic Gen. Mariano Alvarez Mendez Alfonso Noveleta Maragondon
Royce Aure	Kawit General Trias Ternate Indang Tagaytay Magallanes Carmona
Jane Alegre	Silang Tanza Amadeo Rosario Trece Martires City Gen. Emilio Aguinaldo Private School Concerns

Relative to this, the following personnel shall provide technical and legal assistance, advice, guidance to their respective municipalities;

- in the administration of the Division as a whole,
- in managing and implementing educational programs,
- in maintaining discipline to non-teaching personnel,
- in supervising public and private schools,
- in entering into contracts/agreements, for the efficient and effective delivery of public service and access to quality education

and conduct fact-finding or preliminary investigation on administrative cases to ensure that all actions are legally based, towards judicious and expeditious resolution of cases.

For your information and guidance.