

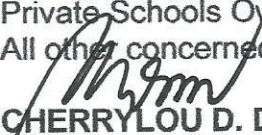


Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



MEMORANDUM

To: Assistant Schools Division Superintendent
OIC, Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
OIC, Chief SGOD
Education Program Supervisors
Public Schools District Supervisors
Private Schools Municipal Coordinators
Private Schools Owners/Administrators
All other concerned

From: 
CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

Subject: **ANNOUNCING THE NEW KEY PERSONNEL IN-CHARGE OF SGOD
PRIVATE SCHOOL OPERATION**

Date: October 3, 2016

To improve the quality and efficiency of government services delivery by eliminating/minimizing over laps and duplication, and improving agency performance through the rationalization of service delivery and support system in the department, Schools Division Office of Cavite, under School Governance and Operations Division (SGOD) announces the newly designated FOCAL PERSONS and their respective area of concentration where they can assist the private schools in their operations namely:

Elias A. Alicaya Jr. – OIC, Chief SGOD
Diana P. Topacio – PSDS Coordinators of Private Schools Unit
Albert Erni – In-Charge of Permit
Reniel Patrick S. Tejidor - In-Charge of Records of Pupils/Students (LIS, LRN, E-BEIS)
Theresa Bautista - In-Charge of Senior High School
Jay P. Fulvadora – Secretary.

All communication should be addressed to Cherrylou D. De Mesa, OIC, Schools Division Superintendent, Attention to: Schools Governance and Operations Division (SGOD).

Widest dissemination of this Memorandum is enjoined.