



April 27, 2018

DIVISION MEMORANDUM
NO. 110s., 2018

WORK SCHEDULE OF SELECTED SENIOR HIGH SCHOOL REGISTRARS

TO: OIC, Office of the Assistant Schools Division Superintendents
Chiefs, CID/SGOD
Administrative Officer V
Senior High School Heads

1. In line with DepEd Cavite's quality policy and its commitment in ensuring customer satisfaction through provision of timely and efficient services, the following Senior High School Registrars are scheduled to report to the Division Planning and Research unit starting May 2, 2018, following the schedule listed below.

Name of Registrars	Scheduled Day
Eldrich Salamatín / Adrian Ilarde	Every Monday
Roberto Luis del Rosario / Leonard Umandap	Every Tuesday
Glenor Marasigan / Shiela Marie Diesta	Every Wednesday
Troy Allan Pedron / Alquinn Lobos	Every Thursday
Mary Joy Mendoza / Jasmin Sambrano	Every Friday

2. They will be tasked to assist the division planning and research unit in the following tasks:

- Approval/disapproval of LIS related requests.
- Checking and validation of school EBEIS data.
- Provision of technical assistance to schools regarding LIS and EBEIS concerns.
- Filing of supporting documents related to LIS and EBEIS.
- Crucial Resources data gathering and validation.

3. Immediate dissemination of and strict compliance with this Memorandum is desired.

CHERRYLOU D. DE MESA
Schools Division Superintendent