



January 4, 2019

DIVISION MEMORANDUM
NO. 003, 2019

REPORTING SCHEDULE OF SELECTED SENIOR HIGH SCHOOL REGISTRARS IN THE DIVISION PLANNING & RESEARCH UNIT

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

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 January 14, 2019 until the End of School Year 2018-2019, following the schedule listed below:

Name of Registrar	School Assignment	Scheduled Day
John Mark Soliga	Division Office	Monday
Roberto Luis del Rosario	Emiliano T. Tirona MNHS	Tuesday
Leonard Umandap	Tagaytay City Science NHS	Wednesday
Alquinn Lobos	Tanza National CHS	Thursday
Reginald Esguerra	Amadeo NHS	Friday

2. Reporting schedule stipulated in Division Memorandum No. 110 series of 2018 must be followed until January 11, 2019.

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

- Processing of LIS-related requests
- Providing of technical assistance to school regarding LIS and BEIS matters
- Assisting planning and research units' personnel in other planning-related tasks

4. Immediate dissemination of and compliance with this Memorandum is desired.


CHERRYLOU D. REPIA
Schools Division Superintendent