



August 27, 2019

DIVISION MEMORANDUM
 NO. 331 S. 2019

ADDITIONAL ASSIGNMENT OF SELECTED SENIOR HIGH SCHOOL REGISTRARS IN THE DIVISION PLANNING & RESEARCH UNIT

To: OIC, Office of the Assistant Schools Division Superintendent
 Chiefs, CID/SGOD
 Public Schools District Supervisors
 School Heads
 All others concerned

1. To be able to properly cater and provide quality service to the clients of SGOD - Planning and Research Section, particularly to the schools queueing for the processing of their LIS-related requests, selected Senior High School Registrars shall report to the said office to assist on their daily activities.
2. In addition to Division Memorandum No. 265 s. 2019, registrars reporting in the Division Office's Planning and Research Unit shall have an additional reporting day per week. This is to cover the manpower needs of the unit due to the temporary absence of one (1) detailed registrar. The schedule revised schedule will be as follows:

No.	Regular Registrar-on-Duty	Scheduled Day	Additional Scheduled Day
1	Glenor P. Marasigan Bulihan NHS	Monday	Friday
2	Leonard C. Umandap Tagaytay City Science NHS	Wednesday	Tuesday
3	Alquinn D. Lobos Tanza NCHS	Thursday	Wednesday
4	Reginald C. Esguerra Amadeo NHS	Friday	Thursday

3. The above-mentioned Registrars shall assist the Planning Unit in the approval of LIS-related requests and providing technical assistance to the clients.
4. Transportation expense of the registrars-on-duty shall be charged against the MOOE or local funds of the school.
5. This scheme shall take effect starting September 2, 2019 until September 27, 2019.
6. Immediate dissemination of and compliance with this Memorandum is desired.

CHERRYLOU D. REPIA
 Schools Division Superintendent