



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**

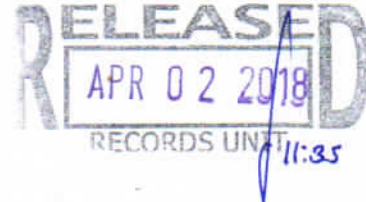
Shoe Ave., Sta. Elena, Marikina City  
+63 (02) 682-2472 / 682-3989 (CID) / 508-6113 (SGOD)  
<https://depedmarikina.ph> / (email) [sdo.marikina@deped.gov.ph](mailto:sdo.marikina@deped.gov.ph)



**MEMORANDUM TO:**

Elementary & Secondary School Principals  
Officer-In-Charge  
Public Schools Only

DIVISION OF CITY SCHOOLS  
MARIKINA



Please be informed that there will be a meeting regarding *Online Document Tracking System (ODTS) and Standardized Filing System and Security Measures in School Records* on April 10, 2018 to be held at Sta. Elena High School AVR, Marikina City with the following schedule.


| PARTICIPANTS               | SCHOOL   | TIME              |
|----------------------------|----------|-------------------|
| 1. Desiree Arnaiz          | BES      | 8:00 – 12:00 Noon |
| 2. Cecilia Magno           | CES      |                   |
| 3. Ronnie Galleon          | CIS-ELEM |                   |
| 4. Gina Ballesteros        |          |                   |
| 5. Richard Bautista        |          |                   |
| 6. Joy Anne Basallo        | FES      |                   |
| 7. Chona Mendez            | HBES     |                   |
| 8. Jerome Gison            | IVES     |                   |
| 9. Emillano Pilla          | KES      |                   |
| 10. Roberto Tiamzon        | KMES     |                   |
| 11. Darilyn Baudillo       |          |                   |
| 12. Tommy Andres           | LVES     |                   |
| 13. Sheila Torres          | MALES    |                   |
| 14. Nimfa Cruz             |          |                   |
| 15. Rosalinda Ege          |          |                   |
| 16. Loida Servito          | MES      |                   |
| 17. Elena Fulgencio        | NES      |                   |
| 18. Charlie De Guzman      | PES      |                   |
| 19. Veronica Pujol         | SMES     |                   |
| 20. Michael Galo           |          |                   |
| 21. Christian Roy Gamatero | SNES     |                   |
| 22. Nery Soriano           | SRES     |                   |
| 23. Mhaila Guevara         | SSSVES   |                   |
| 24. Lourdes Mendoza        |          |                   |
| 25. Milette Mejia          |          |                   |
| 26. Peachie Vallespin      | BNHS     |                   |
| 27. Serafin Raytan         |          |                   |
| 28. Elenita Ramos          | CIS-SL   |                   |
| 29. Jerome Carlos          |          |                   |
| 30. Ronnie Molina          |          |                   |
| 31. Xandra Sabares         | FHS      |                   |

|                           |        |                   |
|---------------------------|--------|-------------------|
| 32. Catherine Quibic      | JDPNHS | 8:00 – 12:00 Noon |
| 33. Ulrica Paula Basilio  |        |                   |
| 34. Merly Villasanta      | KNHS   |                   |
| 35. Dioscora Ege          | MHHS   |                   |
| 36. Carolyn Nicolas       |        |                   |
| 37. Mariano Mallari Jr.   | MHS    |                   |
| 38. Ma. Lourdes Bantillan | MNHS   |                   |
| 39. Daryll Jem Reyes      |        |                   |
| 40. Catherine Amansic     | MSHS   |                   |
| 41. Cristina Macatangay   |        |                   |
| 42. Edwin Castro          | NHS    |                   |
| 43. Jerome Navallo        |        |                   |
| 44. Adeveza Nartatez      | PHS    |                   |
| 45. Maureen Lucas         | SEHS   |                   |
| 46. Rose Ann Cerveza      | SNNHS  |                   |
| 47. Annie Tay-eo          |        |                   |
| 48. Jennifer Bajo         | SRNHS  |                   |
| 49. Frances Palos         |        |                   |
| 50. Teresita Santos       | THS    |                   |

|                             |          |                |
|-----------------------------|----------|----------------|
| 1. Teresa Tabion            | BES      | 1:00 – 5:00 PM |
| 2. Marilyn Britanico        | CES      |                |
| 3. Jane Perez               | CIS-ELEM |                |
| 4. Mela Gregorio            | FES      |                |
| 5. Rosalita Isabelita Perez | HBES     |                |
| 6. Milagros Villanueva      | IVES     |                |
| 7. Ginalyn Tagle            | KES      |                |
| 8. Cherry Lyn Bayaton       | KMES     |                |
| 9. Maribel Alcantara        | LVES     |                |
| 10. Angelie Cruz            | MALES    |                |
| 11. Rowena Hebron           | MES      |                |
| 12. Maria Paz Mañozo        | NES      |                |
| 13. Gloria Lomibao          | PES      |                |
| 14. Agnes Romero            | SMES     |                |
| 15. Jacqueline Bagtas       | SNES     |                |
| 16. Esther Regalaro         | SRES     |                |
| 17. Elma Acdal              | SSSVES   |                |
| 18. Christine Francisco     | BNHS     |                |
| 19. Grace Ann Maniling      | CIS-SL   |                |
| 20. Nori Yusi               | FHS      |                |
| 21. Jennifer Dela Rosa      | JDPNHS   |                |
| 22. Mary Ann Yauder         | KNHS     |                |
| 23. Fidiz Cadiz             | MHHS     |                |
| 24. Judy Maria Santos       | MHS      |                |
| 25. Jelyn Grace Torres      |          |                |
| 26. Mary Joy Pedro          | MNHS     |                |
| 27. Romualdo Velasquez      |          |                |
| 28. Virginia Jaralve        | MSHS     |                |

|                        |       |                |
|------------------------|-------|----------------|
| 29. Aren Valerio       | NHS   | 1:00 – 5:00 PM |
| 30. Rina Lou Dela Paz  | PHS   |                |
| 31. Yham Zapanta       | SEHS  |                |
| 32. Dorothy Zabale     |       |                |
| 33. Debilyn Catanyag   | SNNHS |                |
| 34. Lovelyn Makiramdam | SRNHS |                |
| 35. Fe Esquillo        | THS   |                |

Immediate and wide dissemination of this memorandum is desired.

  
**SHERYLL T. DAYOLA**  
*Officer-In-Charge*  
*Office of the Schools Division Superintendent*