



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

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**DIVISION MEMORANDUM**

No. 089, s. 2020

**MEMORANDUM**

**OIC, Office of the Asst. Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Elementary and Secondary Public School Principals  
Unit Heads  
All Concerned**

**RECONSTITUTION OF THE ALTERNATIVE DISPUTE RESOLUTION SYSTEM-  
MEDIATION UNIT IN SDO-MARIKINA CITY**

In view of the retirement of Mr. Claro L. Capco, Administrative Officer V, effective December 3, 2020, the Division Mediation Unit is hereby reconstituted as follows:

**Chairman: DR. ELISA O. CERVEZA**  
Chief Education Supervisor, CID  
Officer-In-Charge  
Office of the Assistant Schools Division Superintendent

**Members: DR. ELIZALDE Q. CENA,**  
Chief Education Supervisor, SGOD

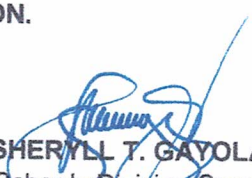
**ATTY. CEASAR AUGUSTOS E. CEBUJANO**  
Attorney III, Head, Legal Services Unit

**MR. BIENVENIDO N. CONTAPAY**  
Administrative Officer IV, Records Unit

**Secretariat: MS. AGNES C. FRANCO**  
Registrar I, Records Unit

**MS. NINA E.S. ENRIQUEZ**  
Administrative Assistant III, Legal Services Unit

**FOR WIDE AND IMMEDIATE DISSEMINATION.**

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