



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

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JAN 12 2021

DIVISION MEMORANDUM

No. 003, s. 2021

**DESIGNATION OF OFFICERS-IN-CHARGE / SCHOOL HEAD,
ASSISTANT SCHOOL PRINCIPALS AND OIC-ADMINISTRATIVE OFFICER V**

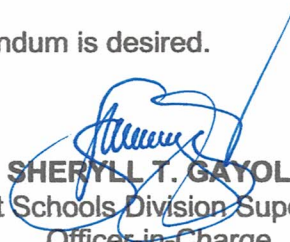
TO: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Principals
Officers-in-Charge
Division Unit Heads
All Other Concerned
Public Schools

1. The field is hereby informed that in the exigency of the service, the following are hereby designated as follows effective **January 13, 2021** until revoked by the undersigned:

NAME	ASSIGNMENT / DESIGNATION	STATION
Ms. Ma. Rose Jocelyn T. Talacan	Officer-in-Charge Office of the Administrative Officer V	Schools Division Office – Marikina City
Ms. Glenda M. Trinidad	Officer-in-Charge Office of the Principal	Concepcion Integrated School – Elementary Level
Mr. Eduardo M. Aguilar	Officer-in-Charge Office of the Principal	San Roque National HS
Ms. Alma B. Castaño	Assistant School Principal II	San Roque National HS
Ms. Mabael M. Battung	Assistant School Principal II	Barangka National HS
Ms. Ma. Lourdes A. Oreza	Assistant School Principal II	Concepcion Integrated School – Secondary Level

2. The turn-over of property and money responsibilities of the concerned school officials should take place on January 13, 2021 in the presence of Division Accountant, Personnel Officer, Supply Officer and OIC-Administrative Officer.

3. Immediate and wide dissemination of this Memorandum is desired.


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