



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**  
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January 27, 2020

**MEMORANDUM TO:**

OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Secondary School Principals  
Officers-In-Charge  
Public and Private Schools




**CAMPUS TOUR**

Attached is a letter from *Mr. Daven Alkuino*, Marketing Officer of College of Arts and Sciences of Asia and the Pacific (CASAP) dated January 8, 2020 re: **Campus Tour**, content of which is self-explanatory, for your information and appropriate action.

Should you find this activity relevant to your students, see to it that the following conditions are met:

1. **Students participation is on voluntary basis;**
2. **parent's permit is properly secured; and**
3. **no disruption of classes.**

Wide dissemination of this Memorandum is desired.

  
**SHERYLL T. GAYOLA**  
Education Program Supervisor  
Officer-In-Charge  
Office of the Schools Division Superintendent



# College of Arts & Sciences of Asia & the Pacific

L2 C5A Marcos Highway Santolan, Pasig City  
Contact nos. 8647-5011 / 0945 337 9139 / 0933 062 9778

January 08, 2020

**SHERYLL T. GAYOLA**

OIC School Division Superintendent  
DepEd Division Office – Marikina  
V. Gomez St, Marikina, 1800 Metro Manila

SCHOOLS DIVISION OFFICE  
Marikina City  
RECORDS UNIT

**RECEIVED**

IAN 08 2020  
Date:

Time: 9:37

20-0068

By:

Dear Ma'am Gayola,

Good day!

The **College of Arts & Sciences of Asia & the Pacific (CASAP)** is an educational institution that has maintained a superior reputation in its field and recognized by the Department of Education (DepEd); Technical Education & Skills Development Authority (TESDA) and the Commission on Higher Education (CHED). Founded by the celebrated visionary former Mayor of Marikina City, **Hon. Marides C. Fernando**, CASAP is committed to provide optimum knowledge through quality education, skills training and molding our youth to become productive members of the society.

For the School Year 2019-2020, the College of Arts and Sciences of Asia and the Pacific (CASAP-Pasig) is organizing a **Campus tour** to showcase the facilities of our good institution to the upcoming senior high school students. We would like to invite the different public and private schools.

With this, would like to request a **written consent** from your good office to allow us to invite high school institutions within your area.

If you have any question please don't hesitate to call us at 0932-742-1631 / 8647-5011 / and look for the undersigned.

Thank you.

Very truly yours,

**Mr. Daven Alkuino**  
Marketing Officer