February 1, 2019

MEMORANDUM TO:

Chief Education Supervisors, SGOD and CID
Elementary / Secondary School Heads
Division Administrative Staff/Personnel
Public and Private Schools

DESIGNATION OF DR. ELISA O. CERVEZA AS OFFICER-IN-CHARGE, OFFICE OF THE ASST. SCHOOLS DIVISION SUPERINTENDENT

Please be informed of the designation of Dr. Elisa O. Cerveza as Officer-in-Charge, Office of the Assistant Schools Division Superintendent, Schools Division Office-Marikina City in a concurrent capacity as Chief Education Supervisor, Curriculum and Instruction Division (CID).

All communications shall be addressed as follows:

DR. ELISA O. CERVEZA
Officer-in-Charge
Office of the Asst. Schools Division Superintendent

Please be guided accordingly.

JOEL T. TORRECAMPO
Officer-in-Charge
Office of the Schools Division Superintendent
Respectfully referred to the Officer-In-Charge, Office of the Schools Division Superintendent, Division of Marikina City, enclosing herewith the Designation Order signed by Secretary Leonor Magtolis Briones for DR. ELISA O. CERVEZA as Officer-In-Charge, Office of the Assistant Schools Division Superintendent (OIC-ASDS) that Division, effective January 12, 2019.

The report on first day of service should be reported through this Office.

Please be guided accordingly.

WILFREDO E. CABRAL
Officer-In-Charge
Office of the Regional Director

Encl.:  
- Original copy of the Designation Order
Dear Director Cabral:

Please be advised of the Orders signed by Secretary Leonor Magtolis Briones for the reassignment and designation of the following officials in that region, effective 12 January 2019:

**MA. EVALOU A. AGUSTIN**, reassignment as Officer-In-Charge of the Office of the Assistant Schools Division Superintendent (OIC-ASDS) from the Division of Navotas City to the Division of Quezon City;

**MARIA TERESA A. NAMORO**, reassignment as OIC-ASDS from the Division of Makati City to the Division of Quezon City;

**AURELIO G. ALFONSO**, reassignment as OIC-ASDS from the Division of Caloocan City to the Division of Pasig City;

**ELISA O. CERVEZA**, designation as OIC-ASDS in the Division of Marikina City;

**BRIAN E. ILAN**, designation as OIC-ASDS in the Division of Makati City;

**NERISSA R. LOMEDA**, designation as OIC-ASDS in the Division of Caloocan City; and

**BUENAFE E. SABADO**, designation as OIC-ASDS in the Division of Navotas City.

A report on their first day of service in their new assignments should be submitted to this Office.

Please be guided accordingly.

Very truly yours,

[Signature]

Undersecretary