



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

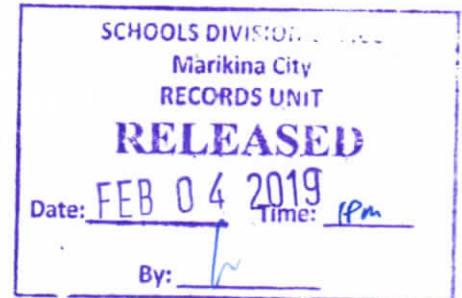
Shoe Ave., Sta. Elena, Marikina City  
+63 (02) 682-2472 / 682-3989 (CID) / 508-6113 (SGOD)  
<https://depedmarikina.ph> / (email) [sdo.marikina@deped.gov.ph](mailto:sdo.marikina@deped.gov.ph)



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



Republika ng Pilipinas

(Republic of the Philippines)

KAGAWARAN NG EDUKASYON

(DEPARTMENT OF EDUCATION)

PAMBANSANG PUNONG REHIYON

(NATIONAL CAPITAL REGION)

Daang Misamis, Bago Bantay, Lungsod Quezon

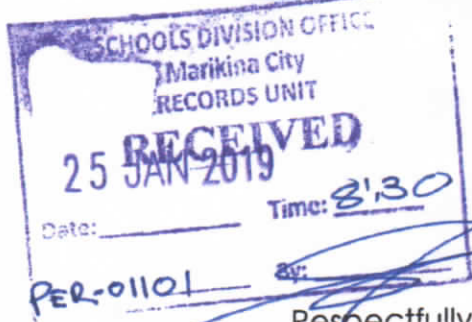
(Misamis St., Bago Bantay, Quezon City)

Department of Education  
National Capital Region

RELEASED

By:

Date: 8-14-19




1<sup>st</sup> Indorsement  
January 14, 2019

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

personnel/epm



Republic of the Philippines  
Department of Education

**Tanggapan ng Pangalawang Kalihim**  
Office of the Undersecretary

**Dr. WILFREDO E. CABRAL**  
Officer-In-Charge  
Office of the Regional Director  
DepEd National Capital  
Misamis St., Bago Banjtay  
Quezon City

DEPARTMENT OF EDUCATION  
RECORDS DIVISION

RECEIVED  
00614  
By: *[Signature]* Date: 11 JAN 2019

Department of Education  
National Capital Region  
09 January 2019  
RECEIVED  
By: *[Signature]* Date: 14 JAN 2019

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]*  
**JESUS L.R. MATEO**  
Undersecretary

