

Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
**Quezon City**  
SNFHS Comp., Misamis St., Bago Bantay, Quezon City



July 6, 2010

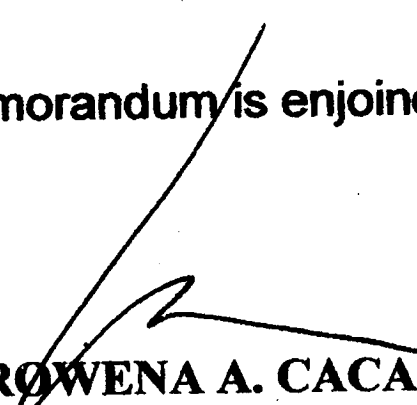
**MEMORANDUM TO:**

**Assistant Schools Division Superintendent  
Chief Administrative Officer  
Division and District Supervisors  
Elementary and Secondary School Administrators**

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Attached herewith are **Office Orders No. 02, 03, and 09, series of 2010** from the Office of the City Mayor, **Honorable Herbert M. Bautista**, mpa mnsa, re: **Designation of Officers to different City Offices**, contents of which are stated therein, for the information and guidance of all concerned.

Immediate and wide dissemination of this memorandum is enjoined.

  
**ROWENA A. CACANENDIN**  
Asst. Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent

admin/Jennyching



Republic of the Philippines  
Quezon City

**OFFICE OF THE MAYOR**

3/F, High Rise Building, Quezon City Hall  
Elliptical Road, Quezon City  
Tel. No. 444-7272 / 924-3592 / 921-6750 (F)  
website: [www.quezoncity.gov.ph](http://www.quezoncity.gov.ph)



*Herbert M Bautista mpa mnsa*

**OFFICE ORDER NO. 02**  
**Series of 2010**

JUL 08 2013

In the interest of the service, **MR TADEO M PALMA** is hereby designated as **SECRETARY TO THE MAYOR**. He shall discharge the powers, functions, duties and responsibilities appurtenant to such office. Additional work assignments shall be given to him as may be determined by the Mayor from time to time.

Issued this First day of July in the year Two Thousand Ten, Quezon City.

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*Herbert M. Bautista mpa mnsa*

**OFFICE ORDER NO. 03**  
**Series of 2010**

JUL 06 2010

In the interest of the service and in relation to Office Order No 1, dated 01 July 2010, **MS EDEN R. VILLANUEVA, City Government Office Head III**, is designated as Officer in Charge of the Administrative Management Office.

**MR EDWIN T. TATING** shall continue to render services to the Office of the Mayor.

This directive supersedes all previous Orders inconsistent herewith and shall take effect immediately until revoked in writing by the undersigned.

Issued, 02 July 2010

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*Herbert M. Bautista mpa mnsa*

### OFFICE ORDER NO. 09 Series of 2010

JUL 06 2010

In the interest of the service, are designated Officers in Charge of the offices opposite their names:

1. ALBERTO A. SENO
2. JORGE P. FELIPE

**Community Relations Office  
Barangay Operations Center**

This Order shall take effect immediately and shall be in full force until revoked/rescinded in writing by the undersigned.

Issued, 02 July 2010, Quezon City.

A/S

10-991-1