



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
Quezon City, 2nd District, Metro Manila

September 1, 2009

MEMORANDUM TO:

Assistant Schools Division Superintendents
Division/District Supervisors
Elementary/Secondary School Principals
Head Teachers and Officers In-Charge
Heads of Administrative Units
All Concerned

For the information and guidance of the field, attached is Office Order No. 52, s. 2009 dated August 16, 2009 from Honorable FELICIANO R. BELMONTE, JR., City Mayor, Quezon City, which is self-explanatory.

Wide dissemination of this Memorandum is desired.

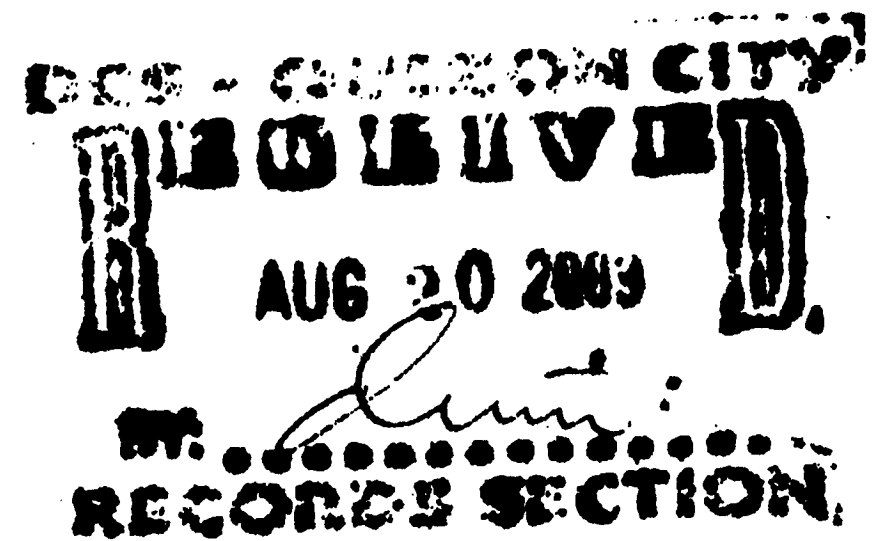

VICTORIA Q. FUENTES
Schools Division Superintendent

Incl.:

As stated.



Republika ng Pilipinas
Lungsod ng Quezon



Office Order No. 52
Series of 2009

In the interest of public service and in view of the appointment of Mr. JOSE O. CASTRO as permanent City Assessor, Mr. MANUEL N. SABALZA is hereby designated signing authority for Payroll Summaries submitted to Land Bank for crediting of employees salaries.

This order revokes previous Memoranda inconsistent herewith, to wit:

1. temporary designation of Mr. Castro as Head of the Payroll Information System (for City paid employees); and
2. temporary designation of Mr. Castro as Head of Payroll Unit for SEF funded Teacher's Allowance.

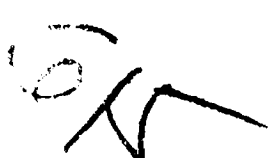
In addition, the following are hereby directed:

1. Return of the Payroll Unit for SEF-funded Teacher's allowance and staff (Kris Arceo, Rhodalyn Dela Cruz, Nelson Pedro, Zandra Martin, Irene Melindo, Raymond Perez and Rosendo Velez) to the Division of City Schools;
2. Return of the Payroll Information System (PIS) to the City Personnel Office; and
3. Return of Ms. MELINDA C. DALIVA, Supply Officer III, Ms. MARICHU R. MARFIGA, Secretary II and Ms. CYNTHIA B. DELA CRUZ, Management & Audit Analyst III, to their mother unit, the Office of the City Administrator and placed under the supervision of Mr. Sabalza;

All Heads of the concerned Offices shall see to the proper implementation of this Order which takes effect August 16, 2009.


FELICIANO BELMONTE, JR.

City Mayor



09-1270-1