



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

September 14, 2009

**MEMORANDUM TO:**

**Asst. Schools Division Superintendents**  
**Division / District Supervisors**  
**Elementary / Secondary School Administrators**  
**All Concerned**

Pursuant to **Office Order No. 56 series of 2009** of the Honorable Feliciano Belmonte, Jr., City Mayor, Quezon City, dated September 9, 2009 and in the exigencies of the service, **Mr. Manuel N. Sabalza**, Asst. City Administrator for Operations and Head, Dept. of Public Order and Safety (DPOS) is hereby designated as authorized signatory for all administrative and financial documents that require the initial or signature of the City Administrator, and perform other tasks appurtenant to the functions of the City Administrator, for the period September 10 to 14, 2009.

This Order ceases upon the return of Atty. Ochoa.

Immediate and wide dissemination of this Memorandum is enjoined.

  
**VICTORIA Q. FUENTES**  
Schools Division Superintendent

Incl.:

As stated.

Admin/lhiza



Republika ng Pilipinas  
Lungsod ng Quezon

SEP 1 2009

OFFICE ORDER NO. 56  
Series of 2009

In the exigency of the service, **Mr. MANUEL N. SABALZA**, Asst. City Administrator for Operations and Head, Dept. of Public Order and Safety (DPOS), is designated as the authorized signatory for all administrative and financial documents that require the initial or signature of the City Administrator, and perform other tasks appurtenant to the functions of the City Administrator, for the period **September 10 to 14, 2009**.

This Order ceases upon the return of Atty. Ochoa.

Issued this 9<sup>th</sup> of September 2009, Quezon City.

  
**FELICIANO BELMONTE, JR.**  
City Mayor

09-1393-1

MISSION: It is our mission to provide quality service which will make Quezon City an ideal community where people live, work and do business in a hospitable, progressive and peaceful environment.

VISION: The Quezon City Government envisions itself to be: A model of effective governance and responsible leadership, working in partnership with the citizenry in building a Quality Community.