



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



September 14, 2009

Memorandum to:

Assistant Schools Division Superintendents
Administrative Officer V
Supply Officer IV
Division and District Supervisors
Elementary and Secondary School Principals

The field is hereby informed that based on the records of this Office, the following School Principals have not implemented the required turn-over of records, financial and property responsibilities as of this date, as follows:

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| 1. Mr. Getulio Oliveros Jr. -
to Ms. Angelita G. Regis
August 1997 | Outgoing from Pugad Lawin High School |
| 2. Mrs. Felicisima Tafiedo -
to Mrs. Emma Bautista
October 14, 2002 | Outgoing from Ismael Mathay Sr. High School |
| 3. Dr. Diego Amid
to Erlinda Barreras
October 14, 2002 | Outgoing from Carlos P. Garcia High School |
| 4. Dr. Diego Amid
to Getulio Oliveros, Jr.
June 18, 2002 | Outgoing from P. Bernardo High School |
| 5. Mr. Getulio Oliveros Jr.
to Mrs. Angelita G. Regis
August 16, 2003 | Outgoing from Doña Josefa Jara Martinez H/S |
| 6. Dr. Gil T. Magbanua
to Ms. Sheridan G. Evangelista
November 12, 2003 | Outgoing from Novaliches High School |
| 7. Ms. Sheridan G. Evangelista
to Mr. Fernando C. Javier
November 12, 2003 | Outgoing from Lagro High School |
| 8. Mr. Fernando C. Javier
to Dr. Sally Barcelona
November 12, 2003 | Outgoing From E. Rodriguez Jr. High School |

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| 9. Dr. Zenaida P. Sadsad
to Ms. Victoria B. Mangosong
June 15, 2004 | Outgoing from Don Quintin Paredes High School |
| 10. Mrs. Levita U. Ramos
to Ms. Angelita G. Regis
June 17, 2004 | Outgoing from Doña Josefa Martinez High School |
| 11. Dr. Daisy Viernes
To Dr. Sylvia H. Campos
August 2004 | Outgoing from Bagong Silangan High School |
| 12. Dr. Sally Barcelona
to Dr. Ma. Noemi Moncada
July 11, 2005 | Outgoing from E. Rodriguez Jr. High School |
| 13. Dr. Juanita C. Alajar
to Dr. Eladio H. Escolano
October 17, 2005 | Outgoing from Holy Spirit Annex |
| 14. Dr. Betty C. Cavo
to Romulo B. Rocena
April 4, 2006 | Outgoing from Quezon City Science High School |
| 15. Dr. Gil T. Magbanua
To Ms. Sheridan G. Evangelista
April 4, 2006 | Outgoing from Ramon Magsaysay (Cubao) H/S |
| 16. Dr. Josefina T. Perlado
To Dr. Norma Arao
April 4, 2006 | Outgoing from Ernesto Rondon High School |
| 17. Ms. Sheridan G. Evangelista
To Dr. Ma. Noemi M. Moncada
April 4, 2006 | Outgoing from Novaliches High School |
| 18. Dr. Proceso T. Lera
To Dr. Lourdes E. Barlis
April 25, 2006 | Outgoing from San Bartolome High School |
| 19. Dr. Norma M. Arao
To Ms. Felicisima Tañedo
April 25, 2006 | Outgoing from Sergio Osmeña High School |
| 20. Dr. Jose Dividina
To Dr. Luningning Milan
June 9, 2006 | Outgoing from Manuel Roxas High School |
| 21. Ms. Lucia D. Herrera
To Luvie Ocampo
June 9, 2006 | Outgoing From Doña Rosario High School |
| 22. MS. Zenaida Sadsad
To MS. Lucia D. Herrera
June 9, 2006 | Outgoing from San Jose High School |

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| 23. Dr. Cynthia Vidad
To Lydia S. Ramos
Nov. 27, 2006 | Outgoing from Kruz Na Ligas High School |
| 24. Dr. Romulo B. Rocena
To Dr. Proceso Lera
Nov. 27, 2006 | Outgoing from Quezon City Science High School |
| 25. Dr. Zenaida Arao
To Maximo Placio
September 6, 2007 | Outgoing from Pasong Tamo Annex |
| 26. Ms. Rebecca Rivera
To Paulina Platon
September 1998 | Outgoing from San Vicente Elem. School |
| 27. Ms. Rebecca Rivera
To Ms. Dorotea R. Eseller
January 28, 2000 | Outgoing From Payatas C Elem. School |
| 28. Ms. Eugenia A. Cristobal
To Alarico Ramos
June 19, 2001 | Outgoing from L. B. Santos Elem. School |
| 29. Mr. Gerry Isip
To Lilia Galvez
October 14, 2002 | Outgoing from Belarmino Elem. School |
| 30. Mrs. Lilia Garcia
To Luzviminda Cachuela
May 22, 2003 | Outgoing from Bonifacio Elem. School |
| 31. Ms. Leonida O. Orbito
To Elena T. Cortez
November 12, 2003 | Outgoing from L. B. Santos Elem. School |
| 32. Ms. Rebecca Rivera
To Edelmira Barber
June 28, 2004 | Outgoing from Payatas B Elem. School |
| 33. Ms. Ferlinda Rigo
To Benjamin Caling
August 16, 2004 | Outgoing from Lupang Pangako elem. School |
| 34. Mr. Alarico Ramos
To Mr. Gerry Isip
June 7, 2005 | Outgoing from Dofia Rosario Elem. School |
| 35. Ms. Leonida Orbito
To Rosario Sicam
August 24, 2005 | Outgoing from Goodwill Elem. School |
| 36. Ms. Eugenia Cristobal
To Ms. Ferlinda Rigo
January 6, 2006 | Outgoing from Odelco Elem. School |

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| 37. Ms. Ferlinda Rigo
To Ms. Eugenia Cristobal
January 6, 2006 | Outgoing from Payatas C Elem. School |
| 38. Ms. Myrna H. Romarate
To Dr. Arsenio I. Honrejas
January 6, 2006 | Outgoing from T. Alonzo Elem. School |
| 39. Dr. Arsenio I. Honrejas
To Ms. Vernalisa I. Libanan
January 6, 2006 | Outgoing from Payatas B Annex Elem. School |
| 40. Ms. Porfiria Santos
To Ms. Demerlie Badillo
July 21, 2006 | Outgoing from Balara Elem. School |
| 41. Ms. Ferlinda B. Rigo
To Dr. Arsenio I. Honrejas, Jr.
September 18, 2006 | Outgoing from Balara Elem. School |
| 42. Mr. Gerry Isip
To Ms. Teresita F. Macazo
February 17, 2007 | Outgoing from Doña Rosario Elem. School |
| 43. Mr. Rodolfo B. Modelo
To Marivic Panganiban
June 15, 2007 | Outgoing from Old Balara Elem. School |
| 44. Ms. Demerlie B. Badillo
To Ms. Luzviminda A. Cachuela
June 15, 2007 | Outgoing from Balara Elem. School |
| 45. Mr. Gerry F. Isip
Ms. Marivic Panganiban
June 15, 2007 | Outgoing from Old Balara Annex Elem. School |
| 46. Ms. Eugenia A. Cristobal
To Ms. Myrna H. Romarate
June 15, 2007 | Outgoing from Payatas C Elem. School |
| 47. Ms. Eloisa C. Opeña
To Ms. Teresita F. Macazo
June 15, 2007 | Outgoing from San Agustin Elem. School |
| 48. Mr. Paulino Medrano, Jr.
Dr. Avelina Salvador
July 12, 2007 | Outgoing from Holy Spirit Elem. School |
| 49. Ms. Eugenia A. Cristobal
To Mr. Benjamin G. Caling
July 12, 2007 | Outgoing from Payatas C Elem. School |
| 50. Dr. Arsenio I. Honrejas
To Ms. Myrna I. Irinco
August 15, 2007 | Outgoing from Odelco Elem. School |

51. Mr. Gerry F. Isip
To Dr. Arsenio I. Honrejas
December 4, 2007

Outgoing from Bagong Pag-asa Elem. School

52. Mr. Robert Macasieb
To Ferlinda Rigo
March 7, 2008

Outgoing from Sauyo Elem. School

53. Ms. Concepcion P. Albaño
To Ms. Lilia Garcia
August 28, 2008

Outgoing from L. R. Pascual Elem. School

54. Ms. Lilia L. Garcia
To Mr. Antonio R. Abletes
August 28, 2008

Outgoing from San Gabriel Elem. School

In order to effect the successful turn-over of property and financial responsibilities of the Outgoing and incoming officials in the abovementioned schools, all school officials/employees designated/entrusted to handle records, finances and school properties are enjoined to facilitate the preparation and completion of the required documents.

For strict compliance.


VICTORIA Q. FUENTES
Schools Division Superintendent