



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:

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

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 Taftedo
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

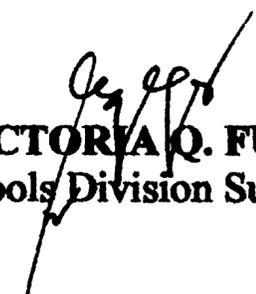
23. Dr. Cynthia Vidad
To Lydia S. Ramos
Nov. 27, 2006
Outgoing from Kruz Na Ligas High School
24. Dr. Romulo B. Rocena
To Dr. Proceso Lera
Nov. 27, 2006
Outgoing from Quezon City Science High School
25. Dr. Zenaida Arao
To Maximo Placio
September 6, 2007
Outgoing from Pasong Tamo Annex
26. Ms. Rebecca 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

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