Republic of the Philippines
Department of Education
National Capital Region
**DIVISION OF CITY SCHOOLS**
QUEZON CITY
Nueva Ecija St., Bago Bantay, Quezon City

August 23, 2012

**MEMORANDUM TO :**

Mr. Shalom Baluloan
Ms. Belly B. Capanas
Ms. Marian M. Acson
Ms. Luzviminda C. Caunceran
Ms. Febes C. Velasco
**Batasan Hills Nat'l High School**

Mr. Daniel C. Osmeña
Mr. Archie C. Gopio
Ms. Preciosa C. Gualvez
Mr. Marcelino Cabral
Ms. Astrid V. Oboñgen
**New Era High School**

Ms. Melanie P. Sumagdon
Ms. Roxanne F. Alpajando
**Payatas B Elementary School**

Ms. Rosalie C. Nuez
Ms. Emma P. Oriola
**Judge Feliciano Belmonte, Sr. High School**

Ms. Remedios M. Daga
**Benigno S. Aquino, Jr. Elementary School**

Mr. Kevin L. Bunhian
Mr. Vergilio P. Buenaflor
Ms. Jindra Linda Esplanada
Ms. Mercedes D. Lamsen
**North Fairview Elementary School**

Ms. Leonor D. Dayaganon
Ms. Edanisa D. Alima
Ms. Lydia T. Fuster
Ms. Salvacion M. Catolico
Mr. Joel C. Canceran
Ms. Jenioher I. Cimafranca
Ms. Gleda A. Banghulot
Ms. Lilia B. Lazo
Ms. Jocelyn W. Calderon
Mr. Abraham P. Batabat
Ms. Annabelle E. Salamida
Ms. Laarni S. Segui
Mr. Jayson C. Batang
Ms. Maribel B. Mengote
Mr. Romualdo S. Pahanunot
Mr. Nelson Q. Francisco
**Doña Juana Elementary School**

Mr. Ronald O. Matriz
Mr. Ernesto U. Natividad, Jr.
Mr. Ronilo S. Patalbo
Ms. Riza M. Paligutan
Ms. Paz Aimee San Andres
Ms. Fragielyn Z. Aquisap
Ms. Rufina L. Nepomuceno
Ms. Genna B. Esposo
Ms. Joan S. Galvan
Mr. Onofre M. Borja
**Holy Spirit National High School**

As Pre-Qualifiers of 2nd batch of applicants to the ***Project "Bistek Village"*** Habitat for Humanity as Partners at Payatas Area, Molave St., Bgy. Payatas, you are requested to submit the following supporting documents to **Mr. Juanito F. Borja** of the **Infra**structure Dev't. Section, 4th Floor, Division Office, Quezon City, for further submission to UPAO, Q.C. Hall - Pag-IBIG Office.

1. Certificate of Income & Compensation ( notarized )
2. Latest Payslip ( 2 months) Original
3. NSO birth certificate (for single, head of the family), original
4. NSO Marriage Contract (original )
5. 2 valid ID's (photocopy)
6. Billing (electric, water, cell phone, etc.)
7. 1X1 picture, 2 pcs.
8. Latest ITR
9. **HDMF** Housing Loan Application Form (to get personally from Pag-IBIG Branch)
10. Membership Status Verification Slip ( Pro-Porma ) Pag-IBIG
11. Authority to Conduct Credit Investigation ( Pro-Porma ) Pag-IBIG
12. Voter's ID / Voter's Registration
13. Certification of No Property ( Assessor's Office / Q.C. Hall )

Please be guided accordingly.

**CORAZON C. RUBIO, CESO VI**
Schools Division Superintendent