



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



July 26, 2012

MEMORANDUM TO:

Assistant Schools Division Superintendents
Division/District Supervisors
Principals, Head Teachers and Officers-in-Charge
(Elementary and Secondary Schools,
Public and Private)

Subject: **Designation of Mr. Arsenio T. Manalo
as Division SPED On-Call Officer**

The field is hereby informed of the designation of Mr. Arsenio T. Manalo, Master Teacher I/SPED Coordinator, Sergio Osmeña Sr. High School, as Division SPED On-Call Officer, effective August 01, 2012 to May 31, 2013.

As an On-Call Officer, Mr. Manalo is expected to assist the Division SPED Coordinator, Dr. Serafia C. Vargas, in the observation of classes, implementation of SPED Development Program and in evaluation of performance of other related SPED activities in the Division.

Mr. Manalo shall be required to report to the Division Office each time that his service is needed, giving priority to his duty and responsibility as an on-call officer, with proper coordination with the school.

All concerned are directed to extend to Mr. Manalo full courtesy and cooperation.

Please be guided accordingly.

CORAZON C. RUBIO, CESO VI
Schools Division Superintendent