



Republic of the Philippines  
Department of Education-National Capital Region  
Division of City Schools  
**QUEZON CITY**  
Nueva Ecija Street, Bago Bantay, Quezon City  
[www.depedqc.ph](http://www.depedqc.ph)



*Office of the Schools Division Superintendent*

17 September 2012

MEMO TO : Assistant Schools Division Superintendents  
Division and District Supervisors  
Administrative Officers  
Chiefs of Services  
All Concerned

SUBJECT : **ASSIGNMENT OF TASKS IN THE ADMINISTRATIVE SERVICES SECTION OF THE DIVISION OFFICE**

In order to ensure the efficient performance and coordination of administrative services in the Division Office, the following assignments are hereby issued:

Assignment/Designation	Official Concerned
Over-All Supervision	Mrs. Yolanda C. Arco Chief Administrative Officer
Chief Security	Mr. Marcelo Malony M. Mallari Administrative Officer V
Supervisor for Janitorial Services	Mrs. Rosemarie Remedios A. Rosal Administrative Officer II
Supervisor for Drivers	Mrs. Jennilyn G. Ching Administrative Officer I
Coordinator for Janitorial Services and Drivers	Mr. Raymundo Gular General Labor Foreman
Security Services Inspectors	Mr. Julian Boloseño Security Guard I  Mr. Sulpicio Jinon Security Enforcer

For the guidance and strict compliance by all concerned.

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

YCA/m4+