



Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
City of Mandaluyong

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November 7, 2014

**DIVISION MEMORANDUM**

**TO :** Education/District Supervisors  
Principals, Public Elementary and Secondary Schools  
Division Section Chiefs

To ensure validation and quality assurance of all Personnel-related documents, these pass through Mrs. Marian A. Soriano, Mr. Bony G. Abalos and Ms. Erdelinda G. Diaz for their initials and to be forwarded to Dr. Nerissa Losaria for signature and approval. The overall quality assurance and oversight shall be shared responsibility of the HR Officer, Administrative Officer, OIC-Chief SOG and OIC-SDS.

For information and compliance.

  
**NERISSA L. LOSARIA, CESO VI**  
Officer-In-Charge  
Schools Division Superintendent

