



December 7, 2017

**DIVISION MEMORANDUM**

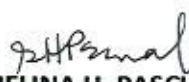
No. 238s. 2017

To: Asst. Schools Division Superintendent  
CID Chief  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads

**FINALIZATION OF THE FIRST ISSUE OF THE DIVISION NEWSLETTER**

1. This Office will conduct the Finalization of the First Issue of the Division Newsletter on December 12 & 13, 2017 at the Division Library Hub.
2. This activity which aims to produce the final draft of the first issue of the Division Newsletter this School Year involves the following Division Office Personnel and teachers in the Technical Working Group:

|                               |   |                                     |
|-------------------------------|---|-------------------------------------|
| a. Marlon Daclis              | - | Education Program Supervisor        |
| b. Merlita Ynciong            | - | Senior Education Program Specialist |
| c. Conrado Abraham            | - | Education Program Specialist        |
| d. Arthur Francisco           | - | Information Technology Officer      |
| e. Allen Ray Belisario        | - | Kaypian NHS                         |
| f. Maria Lourdes Villagrancia | - | Kaypian NHS                         |
| g. Eloisa Gerona              | - | San Jose del Monte HS               |
| h. Angelita Carballo          | - | Sto. Cristo NHS                     |
| i. Ma. Angela Magsadia        | - | Minuyan NHS                         |
| j. Melven Espenida            | - | Minuyan NHS                         |
| k. Lailanie Arcenas           | - | Muzon Harmony Hills HS              |
| l. Erika Aquina               | - | Tungkong Mangga ES                  |
3. Division Office personnel, teachers and non-teaching staff who wish to contribute articles for the Division Newsletter may submit their news/feature stories on or before December 11, 2017.
4. Immediate and widest dissemination of this memorandum is desired.

  
**GERMELINA H. PASCUAL, CESO V**  
Schools Division Superintendent