



**UNNUMBERED MEMORANDUM**

**TO :** All School Principals  
School Heads / TIC's  
Elementary and Secondary

**FROM :** **DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

**SUBJECT :** **Financial Assistance**

**DATE :** March 26, 2018

This is to request voluntary financial assistance from the schools for the family of **Dr. Gloria C. Roque**, our Assistant Schools Division Superintendent, whose husband died due to vehicular accident last March 25, 2018.

Please remit the same to the Division Office, C/o Gavino S. Francisco, Admin Officer IV (Cashier), Finance Department, together with a certification of the amount voluntarily collected duly signed by the school head concerned.

Everyone is enjoined to pray for the family.

UM - 151, s. 2016

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