MEMORANDUM

TO : OIC, Assistant Schools Division Superintendent,
OIC Chief, Curriculum Implementation Division,
Chief, School Governance and Operations Division,
Education Program Supervisors,
Public Schools District Supervisors
Division Unit and Section Heads
Elementary and Secondary School Principals, Head Teachers,
Teachers In-Charge, Officers In-Charge,
All Others Concerned

FROM : DR. ROMMEL D. BAUTISTA, CESO V
City Schools Division Superintendent

SUBJECT : CORRECT NAME OF SCHOOLS DIVISION OFFICE

DATE : October 16, 2018

Upon review of legal documents pertaining to the establishment of the Division of Antipolo City in relation to our ISO 9001:2015 certification journey, Republic Act 10514 entitled Establishing City Schools Division Office in the City of Antipolo, Province of Rizal and Appropriating Funds Thereof, which was approved on 15 April of 2013, provides the correct name of the Division Office, to be read in this manner:

CITY SCHOOLS DIVISION OFFICE OF ANTIPolo

In consonance with the above, and in order to standardize and uniformize all pertinent documents and records of the Division, this Office shall make necessary correction to the name of the Schools Division Office to be effected as follows:

<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>EFFECTIVITY</th>
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</thead>
<tbody>
<tr>
<td>School Forms</td>
<td>Opening of SY 2019-2020</td>
</tr>
<tr>
<td>Division Logo</td>
<td>January 2019</td>
</tr>
<tr>
<td>Letter Heads and other Documents with LOGO of SDO</td>
<td>January 2019</td>
</tr>
<tr>
<td>Signages</td>
<td>January 2019</td>
</tr>
</tbody>
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For information and compliance.