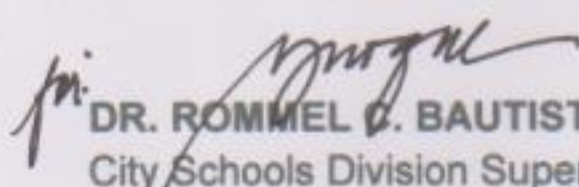




**MEMORANDUM**

**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 C. 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:

DOCUMENT	EFFECTIVITY
School Forms	Opening of SY 2019- 2020
Division Logo	January 2019
Letter Heads and other Documents with LOGO of SDO	January 2019
Signages	January 2019

For information and compliance.