MEMORANDUM

TO:   Asst. Schools Division Superintendent  
      OIC Chief, CID  
      Chief, SGOD  
      Education Program Supervisors  
      Public Schools District Supervisors  
      Unit and Section Heads  
      Senior Education Program Specialist  
      Education Program Specialist  
      Other Non-Teaching Personnel  
      All other concerned

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

RE:   CHANGE IN THE FOUNDING DATE OF CITY SCHOOLS  
      DIVISION OFFICE OF ANTIPOLo

DATE:   October 22, 2018

In relation to ISO 9001:2015 certification journey of the City Schools Division Office of Antipolo and upon review of the legal documents pertaining to the establishment of this City Division, the date of establishment of the City Schools Division Office of Antipolo is hereby changed from February 3, 2003 to October 18, 2002 on the basis of the letter of Hon. Edilberto C. de Jesus, then Secretary of the Department of Education, authorizing the establishment of the Division of Antipolo City and designating Dr. Aurea F. Sto. Domingo, then Assistant Schools Division Superintendent, Division of Rizal, as Officer In-Charge of the newly-established Division of Antipolo City effective immediately.

Attached is the abovementioned letters of Secretary de Jesus as reference.

For immediate and widest dissemination.
MEMORANDUM

To: DR. PARALUMAN R. GIRON
Director III and Officer-In-Charge
DepEd Region No. IV
Pasig City

This is to authorize the establishment of the Division of Antipolo City, conformably to Republic Act No. 8508, inasmuch as the newly-created division meets the DepEd-DBM criteria and other requirements, provided that the personal services, if any, and other operating expenses of the new division shall be borne by the city government until the release by DBM of the funding requirements for its operations.

In this connection, your recommendation for the designation of Dr. Aurea F. Sto. Domingo, Assistant Schools Division Superintendent in the Division of Rizal as Officer-In-Charge, Office of the Schools Division Superintendent in the newly-established division is hereby approved.

Please be guided accordingly.

EDILBERTO C. DE JESUS
Secretary

“Bawat Graduate, Bayani at Marangal”
October 18, 2002

Dr. Aurea F. Sto. Domingo
Thru the Director III and Officer-In-Charge
DepEd Region No. IV
Rizal Provincial Capitol Compound
Pasig City

Dear Dr. Sto. Domingo:

This is to advise you of your designation as Officer-In-Charge, Office of the Schools Division Superintendent, in the newly-established Division of Antipolo City, effective immediately.

This designation carries with it the authority to assume the powers, duties and responsibilities of a school superintendent. As such, you are authorized to sign communications and appointments delegated to schools division superintendents in Department Order No. 29, s. 1975. You will sign official correspondence as follows:

AUREA F. STO. DOMINGO
Assistant Schools Division Superintendent
Officer-In-Charge

As Officer-In-Charge, you are entitled to representation and transportation allowances, except the salary of the position.

Please be guided accordingly.

Very truly yours,

[Signature]

EDILBERTO C. DE JESUS
Secretary

[Stamp: DEPARTMENT OF EDUCATION
RECORDS DIVISION]