



DIVISION MEMORANDUM  
 No. 407 S. 2019

TO: JAMIN R. LACUNA  
 Assistant Schools Division Superintendent

TO BE INFORMED:  
 CELSA A. CASA, Ph.D.  
 CID Chief

DIVISION PRODUCTION  
 ELVIRA S. URBIZONDO, Ph.D.  
 SGOD Chief

SHIRLENE E. CRABAJALES  
 Administrative Officer V

MYRNA D. CALLOTE  
 Div. Budget Officer

BETHANY I. EVILLA  
 Div. Accountant

FROM: **MARILOU B. DEDUMO, Ph.D., CESO V**  
 Schools Division Superintendent *[Signature]*

SUBJECT: **PREPARATION OF: DIVISION PROFILE, REPORT ON FUNDS UTILIZATION, DEDP and DIVISION DIRECTORY FOR SUBMISSION TO THE REGIONAL OFFICE**

DATE: September 11, 2019

1. As per instruction from the Regional Director, the Division Personnel listed above will attend a convergence anytime this month. But prior to the said convergence there is an advance instruction that each Division shall bring their Division Profile, Report on Funds Utilization, DEDP and Division Directory.
2. In view of this, the following are hereby requested to take charge of the preparation of the required documents to be brought during the convergence; to wit:
 

|                    |   |
|--------------------|---|
| Division Profile   | - Ucille P. Galvez, Shirlene E. Crabajales      |
| Funds Utilization  | - Myrna D. Callote, Bethany I. Evilla           |
| DEDP               | - Liza M. Guinguing, Chief Elvira S. Urbiztondo |
| Division Directory | - Marieto V. Lozada, Chief Celsa A. Casa        |
3. Please take note that all reports shall be "as of September 2019"
4. For the Directory, please follow the attached template for the Districts and send to [marietocleben.lozada@deped.gov.ph](mailto:marietocleben.lozada@deped.gov.ph).
5. Immediate dissemination and compliance of this Memorandum is desired.



cid/c.casa

References: \_\_\_\_\_

To be indicated in the Perpetual Index  
 under the following subjects

DIVISION PROFILE      PREPARATION      MEMORANDUM

SHIRLEY E. CRABAPPLES  
 Administrative Officer - V

MYRNA D. CALLOTE  
 Div. Budget Officer

BETHANY I. EVILLA  
 Div. Assistant

FROM: MARCELINO V. DEDUNO, Ph.D., CESO V  
 Schools Division Superintendent

SUBJECT: PREPARATION OF: DIVISION PROFILE, REPORT ON FUNDS UTILIZATION, DEDP  
 and DIVISION DIRECTORY FOR SUBMISSION TO THE REGIONAL OFFICE

DATE: September 11, 2019

1. As per instruction from the Regional Director, the Division Personnel listed above will attend a convergence anytime this month. But prior to the said convergence there is an advance instruction that each Division shall bring their Division Profile, Report on Funds Utilization, DEDP and Division Directory.
2. In view of this, the following are hereby requested to take charge of the preparation of the required documents to be brought during the convergence, to wit:

|                    |  |
|--------------------|--|
| Division Profile   | - Uctile P. Galvez, Shirena E. Crabejiles      |
| Funds Utilization  | - Myrna D. Calote, Bethany I. Evilla           |
| DEDP               | - Liza M. Gunguing, Chief Elvira S. Urbiztondo |
| Division Directory | - Marlen V. Lozada, Chief Celsa A. Casa        |

3. Please take note that all reports shall be "as of September 2019"
4. For the Directory please follow the attached template for the Districts and send to [marlenlozada@deped.surigaosd.gov.ph](mailto:marlenlozada@deped.surigaosd.gov.ph)
5. Immediate dissemination and compliance of this Memorandum is desired.

