



February 22, 2018

DIVISION MEMORANDUM

No. 100, s. 2018


ASSIGNMENT OF CHECKING OF DIPLOMA AND CERTIFICATE OF COMPLETION FOR THE SCHOOL YEAR 2017-2018

TO : CID Chief
SGOD Chief
Education Program Supervisors
Public Schools District Supervisors/District In-Charge
Elementary and Secondary School Heads
This Division

1. The following Education Program Supervisors are assigned to check the Diplomas for Elementary and Grade 12 and Certificate of Completion for Grade 10 for the School Year 2017-2018 to wit;

District	Assigned Checker	District	Assigned Checker
Lugait & Manticao	Rudy O. Magdugo	Claveria 1 & 2	Celieto B. Magsayo
Naawan & Initao	Erlinda G. Dael	Villanueva & Jasaan	Mary Grace Gallana
Libertad & Gitagum	Ma. Teressa M. Absin	Lagonglong & Salay	Sally G. Aguilar
Laguindingan & Alubijid	Rhodora L. Gallares	Balingasag N & S	Jhonny D. Redondo
Opol & Tagoloan	Analyn Salcedo	Sugbongcogon & Binuangan	Ferminia M. Labis
Kinoguitan & MOGCHS	Nelson M. Absin	Talisayan & Medina	Merly Mabelin
Magsaysay 1 & 2	Norberto E. Rosales		

2. You are requested to check the following documents as to completeness, correct spelling of names and affix customary signature below the name of the Superintendent.
3. **District Supervisors are requested to submit the certificates and diplomas on or before March 5, 2018 to be checked on March 5-9, 2018.**
4. For your information and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

RBT/rom

