




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region IV-A CALABARZON  
**CITY SCHOOLS DIVISION OF CABUYAO**  
City of Cabuyao



**MEMORANDUM**

**TO :** OIC, ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
CHIEF, CURRICULUM IMPLEMENTATION DIVISION  
CHIEF, SCHOOL GOVERNANCE AND OPERATIONS DIVISION  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
ALL PUBLIC ELEMENTARY, SECONDARY, AND SENIOR HIGH  
SCHOOL HEADS  
OFFICER-IN-CHARGE  
ALL OTHERS CONCERNED

**FROM :**   
DORIS D. ESTALILLA  
Officer-In-Charge  
Schools Division Superintendent

**SUBJECT :** SCHOOL VISITATION AND FAMILIARIZATION

**DATE :** March 12, 2018

This serves as notice to all that **ATTY. JERICA CLARA SANTOS MACHADO** is the newly appointed **Division Attorney** of the City Schools Division of Cabuyao.

Likewise, this Office would like to inform all district supervisors, school heads and all others concerned that school visitations in all districts within the jurisdiction of the Division Office will be made by the Division Attorney, together with the Administrative Officer V, for familiarization and to give a reminder of certain rules and regulations of the Department, on the following schedule: *March 13 to 31, 2017, from 8:00 until 11:30 in the morning.*

It is expected that due courtesy and cooperation shall be extended to the team.

Immediate dissemination of this Memorandum is desired.

UM No. 110, s. 2018

/JCSM