




Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF EL SALVADOR CITY**  
Zone 3, Poblacion, El Salvador City  
Telefax No: (088) 555-0475/ Mobile No: +639199942421  
Email address: elsalvador.city@deped.gov.ph  
Website: depedelsalvadorcity.weebly.com



**DIVISION MEMORANDUM**

No. 221 s, 2016

**To:** ALL CONCERNED

**From:**   
ALLAN G. FARNAZO, PhD, CESO IV  
Regional Director IV, Concurrent SDS

**Subject:** Division OIC's in the Absence of the Division Chiefs

**Date:** September 27, 2016

1. Please be informed that in the absence of the Division Chiefs, Ms. LORNA H. ESTROSAS, PhD, will act as OIC for the Division from September 28 – September 30, 2016. She is authorized to sign division communications except documents with monetary transactions.
2. For information, guidance and strict compliance.

