



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.webs.com



DIVISION MEMORANDUM

No. 257 s, 2017

To: PUBLIC ELEMENTARY SCHOOLS
PUBLIC SECONDARY SCHOOLS
DIVISION OFFICE PERSONNEL
ALL OTHER CONCERNED
This Division

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

Subject: Authorized Signatories for Division
Office Documents

Date: August 29, 2017



1. Please be informed that starting today, all documents that require the signature of the Head of Office, shall be signed directly by Dir. Allan G. Farnazo, Concurrent SDS. However, transmittals can be signed by either Ms. Rowena H. Para-on, Chief-CID or Mr. Rolly B. Labis, Chief-SGOD in behalf of Dir. Allan G. Farnazo.
2. This Office will forward the documents for signature of Dir. Allan G. Farnazo every Tuesday and Thursday of the week at 8:30 in the morning.
3. Strict compliance and wide dissemination of this Memorandum is enjoined.

Copies Furnished:
Person Concerned
Records Section-Office Memorandum

/emr