



Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF EL SALVADOR CITY**  
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**DIVISION MEMORANDUM**

No. 13 s, 2018

**To: ALL EMPLOYEES**

**From: AGUSTINES E. CEPE, Ph.D., CESO VI**  
Schools Division Superintendent

**Subject: Proper Format in Using the SDS's Name**

**Date: January 15, 2018**

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1. All employees are hereby directed to follow the proper format in using the name of the undersigned. The name shall be in bold and in capital letters. Below is a sample for your reference.

**AGUSTINES E. CEPE, Ph.D., CESO VI**  
Schools Division Superintendent  
Officer In- Charge