



Republic of the Philippines  
**Department of Education**  
 REGION X – NORTHERN MINDANAO  
 SCHOOLS DIVISION OF EL SALVADOR CITY

04 October 2023

DIVISION MEMORANDUM  
 No. 457, s. 2023

**ORIENTATION ON THE MANAGEMENT OF DCP PACKAGES AND ITS DOCUMENTS**

To: **Assistant Schools Division Superintendent**  
**Chief Education Supervisor, CID**  
**Chief Education Supervisor, SGOD**  
**Public Elementary and Secondary School Heads**  
**School Property Custodian**  
**All Others Concerned**  
 This Division

1. The Division of El Salvador City through the ICT unit shall conduct an orientation to all Property Custodian about the management of DCP Packages and its documents on November 17, 2023, from 1:00 PM to 4:00 PM at the Diamond Conference Room, Division of El Salvador City.
2. The list of participants is listed on the table below.

No.	Name	Assigned School
1	Clark Airon G. Unson	ECNHS & Cogon NHS
2	Leabeth P. Salva	MNHS & MCS
3	Eulita M. Castillo	Taytay ES, PSB ES & Sinaloc ES
4	Kemberly D. Oco	Kalabaylabay IS, SFDA ES, & SFDA NHS
5	Carmina Jessica B. Mendez	Amoros ES, Sambulawan ES, Sambulawan NHS, & Himaya ES
6	Rodrigo N. Valmoria, Jr.	Hinigdaan ES & Bolisong ES
7	Rosa Maria M. Rebusto	ECCS and Sinaloc NHS
8	Sherrie R. Dungog	Division ITO
9	Alan T. Saculingan	Division Supply Officer
10	Nick C. Ratunil	Himaya NHS and Ulaliman ES
11	Honey Luz S. Nacua	Hinigdaan NHS, Kibonbon ES, & Cogon ES

3. For questions and clarifications, feel free to contact the Division IT Officer at 09177154632.



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4. This memorandum shall adhere to the Equal Opportunity Principle (EOP) wherein there is no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
5. Immediate and wide dissemination of this memorandum is desired.

**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

To be indicated in the Perpetual Index  
under the following subjects:

INFORMATION AND COMMUNICATION TECHNOLOGY

OSDS/SRD



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