



November 26, 2013

DIVISION MEMORANDUM
No. 740, s. 2013

**ANNOUNCING THE SCHEDULE AND VENUE FOR THE SPECIAL
CHECKING OF FORM 9 AND THE SUBMISSION OF THE FINAL
CORRECTED COPY FOR PRIVATE SCHOOLS**

TO : OIC, Assistant Superintendents
Division Supervisors/Coordinators
Private School Principals and Registrars

1. This office announces the schedule of the special checking of Form 9 for private schools on **December 5 & 6, 2013** (Thursday & Friday) at the **Division Office Social Hall** for those who failed to have their forms checked during the regular schedule and for those whose schedule was affected by the cancellation of classes due the earthquake and typhoon.

2. Submission of the final corrected copy of Form 9 will also be done on the same date cited above. School in-charge for Form 9 shall ensure that all photocopies of documents are duly authenticated by the School Principal/School Registrar/Guidance Counselor who may have the custody of the original copy.

3. The following shall compose the Checking Committee, to wit:

| | | |
|-----------------------------|---|---------------------|
| Ms. Remedios Duran | - | Chairperson |
| Ms. Charito Alagbay | - | Member (BOD) |
| Ms. Nelia Arquillano | - | Member (BOD) |

Area Representatives

| | | |
|----------------------------------|---|-----------------|
| Mr. Antonio Alconero | - | South-East Area |
| Ms. Sofia Kintanar | - | South-East Area |
| Sr. Querubina O. Cabillon | - | South-West Area |
| Sr. Maria Necita L. Padilla, DST | - | South-West Area |
| Ms. Violeta Dabalos | - | North-East Area |
| Mr. Leo Illiot | - | North-East Area |
| Mr. Faustino Gido, Jr | - | North-West Area |
| Sr. Mary Angelina Rojas, SPC | - | North-West Area |

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405
Asst. Schools Division Superintendent: (032) 414-7457

Website : www.depedcebuprovince.com
E-mail Add : depedcebuprovince@yahoo.com

4. For more information and inquiries, you may text or call or text cellphone no. 09158002390 or (032) 3616432.
5. Travelling and other incidental expenses of the Checking Committee shall be chargeable against CEDAPSA Funds subject to its availability and the usual accounting standard procedures.
6. This Memorandum shall serve as the Travel Authority of all personnel involved in the checking.
7. For the information, guidance and compliance of all concerned, immediate and wide dissemination of the contents of this Memorandum is enjoined.


ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent

Telephone Numbers:

| | |
|--|----------------|
| Schools Division Superintendent: | (032) 255-6405 |
| Asst. Schools Division Superintendent: | (032) 414-7457 |
| Accounting Section: | (032) 254-2632 |
| Disbursing Section: | (032) 255-4401 |
| Admin/Legal: | (032) 253-7847 |

Website : www.depedcebuprovince.com
E-mail Add : depedcebuprovince@yahoo.com