



Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes



**RELEASED**  
AUG 14 2014  
Div- Division of Catanduanes  
RECORDS SECTION  
AUG 18 2014  
9:04 a.m.  
*[Signature]*

**MEMORANDUM TO:**

**Education Program Supervisors  
Division Coordinators  
District Supervisors  
Heads of Public and Private Elem. and Secondary Schools**

This is to inform the field of the designation of **Mrs. Gina L. Custodio**, Principal III, this division, as Division Coordinator in charge of the following programs. As such, she is expected to perform coordinating functions of said programs; prepare and submit reports and other functions as may be delegated by this Office. All concerns therefore related to the implementation of these programs shall be coursed through Mrs. Custodio for proper coordination.

1. Learning Resources Management
2. Adopt-A-School Program
3. Private Schools
4. Special Programs

For information, wide dissemination of and compliance.

*[Signature]*  
**JOSE L. DONCILLO, CESO VI**  
Schools Division Superintendent