



Republic of the Philippines  
Department of Education  
Region VI  
Schools Division of Capiz  
Banica, Roxas City

DIVISION ADVISORY NO. 144 s. 2022

April 1, 2022

**VARIOUS SETS OF DOCUMENTS AT THE DIVISION OFFICE TO BE RETURNED TO  
THE DISTRICT OFFICE/RESPECTIVE ORIGINATING SCHOOLS/PERSONS  
CONCERNED**

**TO: PUBLIC SCHOOLS DISTRICT SUPERVISORS/ ADMINISTRATIVE  
OFFICER/ADMIN ASSISTANT**

All Public Schools District Supervisors, through the Administrative Officer/Admin Assistant serving in the districts, are advised to get various sets of documents at the division office to be returned to the district office/respective originating schools/persons concerned. Please refer to and follow the schedule below.

ADMINISTRATIVE OFFICER II	DATE
1. Argeline Joy Amores	April 4, 2022 (A.M.)
2. Mialyn Estocada	April 4, 2022 (A.M.)
3. Mary Grace De la Torre	April 4, 2022 (P.M.)
4. Ralph Martin Quintana	April 5, 2022 (A.M.)
5. Herman Diestro	April 5, 2022 (A.M.)
6. May Ann Orendez	April 5, 2022 (P.M.)
7. Roxan Abad	April 5, 2022 (P.M.)
8. Janna De Juan	April 6, 2022 (A.M.)
9. Juliesa Ricardo	April 6, 2022 (A.M.)
10. Victor Enezario, Jr.	April 6, 2022 (P.M.)
11. Mary Magdaline Degones	April 6, 2022 (P.M.)
12. Kristie Gargoles	April 7, 2022 (A.M.)
13. Jasmin Joyce Lauron	April 7, 2022 (P.M.)
14. Mark Louie Ortencio	April 7, 2022 (P.M.)
15. Rio Marie Loria	April 8, 2022 (A.M.)
16. May Evan Dela Cruz	April 8, 2022 (A.M.)
17. Darwin Brillo	April 8, 2022 (P.M.)
18. Krestli Zyra Albana	April 8, 2022 (P.M.)

They are advised to see Miss Mary Joy Boñales at the Office of ASDS for assistance. Further, they are requested to make a list of owners of the returned documents/folders, copy furnished the Office of ASDS.

Be guided accordingly.

**SALVADOR O. OCHAVO JR., EdD, CESO V**  
Schools Division Superintendent

APR 01 2022

