



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



October 1, 2019

Division Memorandum
No. 209, s. 2019

INSTALLATION OF DR. SALVADOR O. OCHAVO JR., CESO V, AS THE NEW
SCHOOLS DIVISION SUPERINTENDENT OF THE SCHOOLS
DIVISION OF CAPIZ

To: Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/Officers-In-Charge of the Districts
Capiz PESPA Officers and Board of Directors
CADASSA Officers
All Division Personnel

1. Please be informed that the **Installation of Dr. Salvador O. Ochavo Jr., CESO V**, as the new Schools Division Superintendent of the Schools Division of Capiz will be held on Tuesday, October 8, 2019 at 9:00 a.m. at the Schools Division Activity Center.
2. Authorized personnel to attend are as follows:
 - 2.1 All SDO Personnel
 - 2.1.1. Office of the SDS (SDS-Proper, Legal, ICT, Administrative & Finance)
 - 2.1.2. SGOD Chief, M&E, Soc. Mob., Planning and Research, School Health and Nutrition, Education Facilities, Youth Formation and HRD Personnel
 - 2.1.3. CID Chief, Education Program Supervisors, Public Schools District Supervisors and Officer-In-Charge of the Districts
 - 2.2 CADASSA Officers
 - 2.4 Capiz PESPA Officers and Board of Directors
3. ALL SDO personnel and school heads are advised to be at the venue at exactly 8:30 o'clock in the morning.
4. Expenses relative to the conduct of this activity shall be charged against the Schools Division MOOE Funds, subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this memorandum is desired.


NICASIO S. FRIO
Assistant Schools Division Superintendent