



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

August 16, 2021

DIVISION MEMORANDUM

No. 155, s. 2021

**MEMORANDUM TO SUBMIT LETTER OF EXPLANATION FOR
THE CONCERN PUBLIC SCHOOLS DISTRICT SUPERVISORS**

To : Public Schools District Supervisors

1. In reference to **Schools Division Memorandum No: 114 s. 2021**, dated **August 5, 2021**, entitled “**Last Call for Personnel in-Charge of the Plantilla in the Districts, Secondary and Integrated Schools,**” emphasizing that failure to submit the necessary data will submit a written explanation addressed to the undersigned.
2. Anent this, the concerned Public Schools District Supervisors of the districts which are not able to submit the data, must submit an Explanation Letter not later than **August 20, 2021**, to wit:

| DISTRICT | PUBLIC SCHOOLS DISTRICT SUPERVISOR |
|-----------------|---|
| Dumalag | Angel F. Payo Jr., PhD |
| Dumarao | Angel F. Payo Jr., PhD |
| Maayon | Dr. Calin Bernales |
| Pres. Roxas | Linda A. Villasis, PhD |

3. Immediate dissemination and compliance of this Memorandum is desired.


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

AUG 16 2021

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects:

COMMUNICATIONS

PERSONNEL

EXPLANATION



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph