



Republic of the Philippines
Department of Education

REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

January 17, 2024

DIVISION MEMORANDUM

No. 015 s, 2024

**ADVISORY TO THE FIELD FOR ADDRESSING OFFICIAL CORRESPONDENCE
AND DOCUMENTS INTENDED TO THE OFFICE OF THE
ASSISTANT SCHOOLS DIVISION SUPERINTENDENT**

To: Chiefs, Functional Divisions
Heads, Functional Units/Offices
School and District Heads
Administrative Officers
All other concerned

1. This Office hereby informs the field of the reassignment of **REY F. BULAWAN, EdD**, as the Assistant Schools Division Superintendent of this Division as per memorandum from the Office of the Undersecretary for Human Resource and Organizational Development.
2. Therefore, all functional divisions, units, offices, and field personnel of the Division are directed to address all official correspondence and proforma documents (i.e., Reports, SIPs, Activity Proposals, etc.) intended for the Office of the Assistant Schools Division Superintendent to:

REY F. BULAWAN, EdD

Assistant Schools Division Superintendent

3. Concerned parties are enjoined to comply with this advisory and directed to appropriately address all official communications and documents to facilitate an orderly and efficient flow of information and processes within this Division.
4. Immediate dissemination and compliance of this memorandum is desired.


GAUDENCIO C. ALJIBE, JR, CESO VI
SIC-Schools Division Superintendent



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