



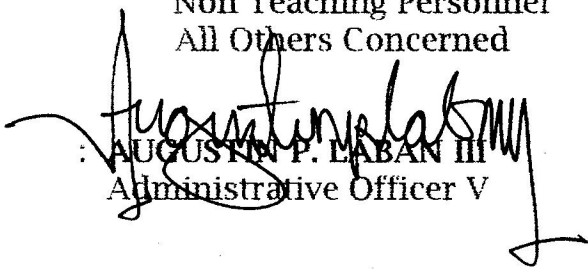
Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
Upper Session Road, Military Cut-Off, Baguio City
Tel. No.: (074) 442-7819



DIVISION MEMORANDUM

No. 52, s. 2012

To : All Division Promotional Staff
Public Schools District Supervisors
Public Secondary School Heads
Public Elementary School Heads
Administrative Officers
Teachers In Charge (TICs)
Elementary and Secondary School Teachers
Non Teaching Personnel
All Others Concerned

From : 
AUGUSTIN P. LABAN III
Administrative Officer V

Subject : PROPER FORMAT IN ADDRESSING COMMUNICATIONS TO THE
OFFICE OF THE NEW REGIONAL DIRECTOR

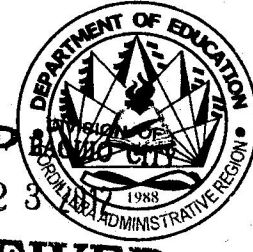
Date : 26 March 2012

01. Attached, please find, REGIONAL MEMORANDUM No. 31, s. 2012, on the proper format in addressing communications to the office of the new Regional Director Ellen B. Donato, for your information and guidance.

02. Widest dissemination of this Memorandum is enjoined.



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



RECEIVED
MAR 23
March 20, 2012

REGIONAL MEMORANDUM

No. 031 s. 2012

TO: All Schools Division Superintendents
All Public Schools District Supervisors
All School Principals
This Region

FROM: The Chief Administrative Officer
Administrative Division

SUBJECT: PROPER FORMAT IN ADDRESSING COMMUNICATIONS TO
THE OFFICE OF THE NEW REGIONAL DIRECTOR

1. With the assumption to duty of Dr. ELLEN B. DONATO as the new Regional Director of this Region effective March 19, 2012 vice Dr. JOSEFINA G. TAMONDONG who retired on July 20, 2011, all communications for the Office of the Regional Director is hereby addressed as follows:

ELLEN B. DONATO, Ed.D., CESO IV
Regional Director
Department of Education-Cordillera Administrative Region
Wangal, La Trinidad, Benguet

2. For information and guidance.


DELFIN E. SALLIDAO, Ph.D.
Chief Administrative Officer

adm/des/vbb

Telephone Numbers:

Office of the Director IV	-422-4074	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-1318	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Non Formal Education Division	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014				
		Supply Unit	-422-2198				