MEMORANDUM

TO : SCHOOLS DIVISION SUPERINTENDENTS

FROM : RAMON FIEL G. ABCEDE  
Regional Director / 006704

SUBJECT : Submission of Names of School Guidance Counselors

DATE : July 10, 2015

This refers to planned capacity-building and training workshops to be conducted by this Office in partnership with the DSWD ROS in relation with the implementation of DepED Order No. 18, s. 2015.

Accordingly, this Office requests the names of School Guidance Counselors within your respective divisions both from the elementary and secondary levels to be submitted to this Office, ATTENTION: The Legal Officer, on or before July 24, 2015 using the format below:

A. Elementary

<table>
<thead>
<tr>
<th>District/ Schools</th>
<th>Name of the Guidance Counselor/ Coordinators</th>
<th>Email Address</th>
<th>Contact Number</th>
</tr>
</thead>
</table>

B. Secondary

<table>
<thead>
<tr>
<th>School</th>
<th>Name of the Guidance Counselor</th>
<th>Email Address</th>
<th>Contact Number</th>
</tr>
</thead>
</table>

For information and compliance.

Schools Division of Catanduanes
Virac

Memorandum To:

1. Attached is Unnumbered Regional Memorandum dated July 10, 2015 which is self-explanatory for compliance.
2. Please submit to this office c/o Division Guidance Supervisor the name of your District Guidance Coordinator and school Guidance Counselor/Designate on or before July 21, 2015 as required in the said memorandum.
3. For immediate dissemination and strict compliance.

NYMPHA D. GUEMO
Assistant Schools Division Superintendent
Office in Charge