



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



Office of the Schools Division Superintendent

January 13, 2025

DIVISION MEMORANDUM

01-009 2025

To: Asst. Schools Division Superintendent
Curriculum Implementation Division Personnel
Schools Governance Operation Division Personnel
All Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
This Division

**SIGNING DETAILS FOR OFFICIAL CORRESPONDENCE OF THE SCHOOLS DIVISION
SUPERINTENDENT**

1. The field is hereby informed of the proper way to address the Schools Division Superintendent of the Schools Division of Siargao effective January 10, 2025 as follows:

MANUEL O. CABERTE

Assistant Schools Division Superintendent
Officer-in-Charge

2. All correspondence, memorandum, forms and other related documents must be presented in the manner.
3. For immediate and wide dissemination.

MANUEL O. CABERTE

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent