



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



DIVISION MEMORANDUM  
No. 04-118s, 2026

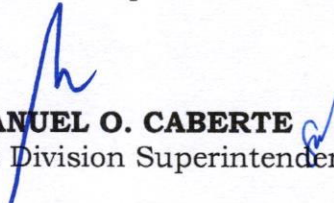
To: Assistant Schools Division Superintendent  
Functional Division Chiefs and Personnel  
Elementary and Secondary Schools  
All concerned  
This Division

PROPER ADDRESSEE TO CORRESPONDENCE ADDRESSED TO THE OFFICE OF  
THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

1. To ensure uniformity and accuracy in the addressee of all correspondence intended for or addressed to the Office of the Assistant Schools Division Superintendent, all official communications shall be addressed as follows:

**ROEL T. DIAMANTE, PhD, CESO VI**  
Assistant Schools Division Superintendent

2. For immediate dissemination, guidance and strict compliance.

  
**MANUEL O. CABERTE**  
Schools Division Superintendent


Encl: None  
Reference: None  
To be indicated in the Perpetual Index under the following subjects:  
ADDRESSEE ASDS




Address: Brgy. Osmeña, Dapa, Surigao del Norte, 8417

Contact No.: 09190040217

Website: sdosiangao.com

 siargao@deped.gov.ph

 DepEd Siargao