



Department of Education  
Region III  
**DIVISION OF CITY SCHOOLS**  
Angeles City  
Jesus Street, Pulungbulu, Angeles City  
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July 3, 2015

**Division Memorandum**  
No. 133 S. 2015

**DIVISION ORIENTATION OF SCHOOL HEADS ON THE PAG-IBIG  
LOYALTY CARD AND PERSONNEL ADMINISTRATION  
AND FINANCE SERVICES**

TO: Heads of Public Elementary and Secondary Schools

1. This is to inform the field that a **Division Orientation of School Heads on the Pag-Ibig Loyalty Card and Personnel Administration and Finance Services** shall be held on **July 10, 2015, 1:00 PM** at Gabaldon Building, Pulungbulu, Angeles City.
2. The objective of this workshop is to orient the school heads on the benefits of the Pag-Ibig Loyalty card, preparation and processing of pertinent documents on appointment, promotion, salaries and benefits of personnel.
3. Participants in this workshop are the public elementary and secondary school heads.
4. Wide dissemination of the contents of this Memorandum is earnestly desired.

**NICOLAS T. CAPULONG, Ph.D., CESO V**  
*Schools Division Superintendent*