



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
**SCHOOLS DIVISION OF KABANKALAN CITY**

22 FEB 2021

**DIVISION MEMORANDUM**

No. 044, s. 2021

**ASSIGNMENT OF NELLY GARROTE AS ASSISTANT SCHOOLS DIVISION SUPERINTENDENT OF  
THE SCHOOLS DIVISION OF KABANKALAN CITY**

To: Chief Education Supervisors (CID and SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
SGOD, CID, Administrative and Finance Personnel  
Teachers and School Non-Teaching Personnel  
All Others Concerned

1. This is to inform the field of the transfer of Mrs. NELLY E. GARROTE as Assistant Schools Division Superintendent of SDO-Kabankalan City effective February 8, 2021.
2. Therefore, all indorsements, communications, reports and other documents shall henceforth be properly addressed as follows:

**NELLY E. GARROTE**

*Assistant Schools Division Superintendent*

3. For guidance and strict compliance.

**PORTIA M. MALLORCA PhD, CESO V**  
*Schools Division Superintendent*