



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF CALOOCAN CITY
CAMARIN ELEMENTARY SCHOOL
AREA A, BRGY. 175, CAMARIN, CALOOCAN CITY

Office of the Principal

**SCHOOL MEMORANDUM
NO. 48s. 2025**

DATE : JUNE 26, 2025
TO : ALL TEACHING AND NON-TEACHING PERSONNEL
**SUBJECT : GRADE LEVEL CHAIRPERSONS, ASSISTANT CHAIRPERSONS,
COORDINATORS, AND MASTER TEACHERS IN-CHARGE FOR SCHOOL
YEAR 2025–2026**

In the interest of promoting efficient school operations and academic management, please be informed of the attached file of the designated **Grade Level Chairpersons, Assistant Chairpersons, Coordinators, and Master Teachers In-Charge for School Year 2025–2026.**

This designation shall take effect immediately and remain valid for the entire academic year unless otherwise advised.

Let us work together in fostering a supportive and high-performing school environment.

For strict compliance.


NAOHMIE L. RIVERA, PhD
Principal IV



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Office of the Principal

The PhilGEPS Office

Procurement Service - Department of Budget and Management (PS-DBM)
R. Rada Street, Legaspi Village, Makati City

Subject: *Request for Change of PhilGEPS Account Holder Due to Demise of Former School Head*

Dear Sir/Madam,

Greetings!

This is to formally request the updating of the registered PhilGEPS account for Camarin Elementary School, Caloocan City, due to the untimely demise of our former school head, Dr. Alicia Ariola.

In light of this, we would like to respectfully request that the PhilGEPS account currently under the name of Dr. Alicia Ariola be updated and officially transferred to the name of our current principal, Dr. Naohmie Laza Rivera, who has resumed leadership responsibilities at the school.

Below are the necessary details for your reference:

- **SCHOOL NAME** : CAMARIN ELEMENTARY SCHOOL
- **SCHOOL ID** : 136634
- **PREVIOUS ACCOUNT HOLDER** : DR. ALICIA ARIOLA (DECEASED)
- **NEW ACCOUNT HOLDER** : DR. NAOHMIE LAZA RIVERA
- **DESIGNATION** : PRINCIPAL IV

We hope for your kind and immediate assistance in updating the account information to avoid any disruptions in the procurement and bidding processes of our school.

Should you require any additional documents or clarifications, please do not hesitate to contact us.

Thank you for your attention and continued support.

Respectfully yours,

NAOHMIE LAZA RIVERA, PhD.
Principal IV



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