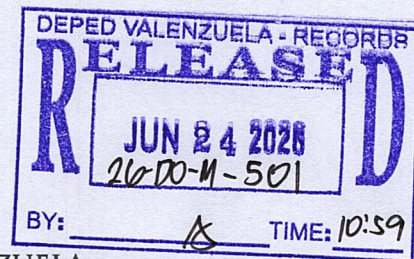




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Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION  
 SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA




**Office of the Schools Division  
 Superintendent**

**DIVISION MEMORANDUM**  
 No. 0506 s. 2026

**GENERAL ASSEMBLY AND ELECTION OF OFFICERS OF THE SDO  
 VALENZUELA NON-TEACHING PERSONNEL**

TO: OIC-Assistant Schools Division Superintendent  
 CID and SGOD Chief Education Supervisors  
 Education Program/Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. Enclosed are copies of **Memorandum No. 001 and Memorandum No. 002, s. 2026**, from Maybelle S. Faustino, President Level 1 of the Schools Division Office-Valenzuela City Non-Teaching Personnel Association, regarding the above-mentioned subject.
2. The General Assembly and Election of Officers of the SDO Valenzuela Non-Teaching Personnel Association will be held on **June 25, 2026 (Thursday)**, at **3:30 p.m.** at **Marulas Central School**.
3. The participants in this event are the permanent non-teaching personnel of SDO Valenzuela.
4. Immediate and wide dissemination of this Memorandum is desired.

  
**NOEL D. BAGANO**  
 Schools Division Superintendent

Encl.: As stated  
 To be indicated in the Perpetual Index  
 under the following subjects:

**ASSEMBLY      ELECTION      NON-TEACHING PERSONNEL**

SJLE-LEGAL/DM- GENERAL ASSEMBLY AND ELECTION OF OFFICERS OF THE SDO VALENZUELA NON-TEACHING PERSONNEL  
 /June 23, 2026

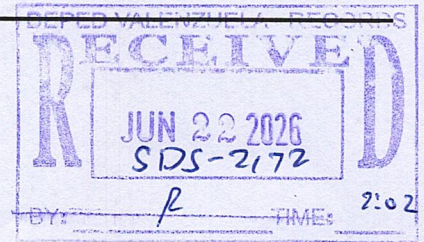


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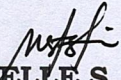
**DIVISION OF CITY SCHOOLS - VALENZUELA  
NON-TEACHING PERSONNEL ASSOCIATION**  
Pio Valenzuela St., Marulas Valenzuela City



**MEMORANDUM**

No. 001 s.2026

To: **All Permanent Non-Teaching Personnel**  
All other concerned

From:   
**MAYBELLE S. FAUSTINO**  
President level 1

Date: June 22, 2026

Subject: **GENERAL ASSEMBLY AND ELECTION OF OFFICERS**

Please be informed that the Non-Teaching Personnel Association of the Schools Division Office - Valenzuela City will conduct a **GENERAL ASSEMBLY** on June 25, 2026 (Thursday) at 3:30pm to be held at Marulas Central Elementary School. The primary agenda of this assembly is the **Election of Officers** of the Non-Teaching Personnel Association.

All Permanent non-teaching personnel must attend and actively participate in this important organizational activity.

For strict compliance.



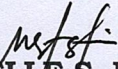
**DIVISION OF CITY SCHOOLS - VALENZUELA  
NON-TEACHING PERSONNEL ASSOCIATION**  
*Pio Valenzuela St., Marulas Valenzuela City*

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**MEMORANDUM**

No. 002 s.2026

To: **All Permanent Non-Teaching Personnel**  
All other concerned

From:   
**MAYBELLE S. FAUSTINO**  
President level 1

Date: June 22, 2026

Subject: **DESIGNATION OF ELECTION OFFICIALS**

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In connection with the upcoming **General Assembly and Election of Officers** of the Non-Teaching Personnel Association scheduled on **June 25, 2026 at 3:30 PM**, the following officials are hereby designated to oversee the election process:

- **Atty. Mark Angelo S. Enriquez** – Election Chairman
- **Shekaina Joy L. Enabia** – Election Secretariat

They are tasked to ensure the orderly conduct of the election and to uphold fairness and transparency throughout the proceedings.

All permanent non-teaching employees under the Department of Education – Division of Valenzuela are reminded that attendance at the assembly is mandatory.