



**POSTED**

Republic of the Philippines  
**Department of Education**  
Region 1

**SCHOOLS DIVISION OFFICE - CITY OF SAN FERNANDO**

JAN 03 2025

DIVISION MEMORANDUM

No. 003 s., 2025

**REVISION ON THE RECONSTITUTION OF SCHOOLS  
DIVISION-PROVIDENT FUND SECRETARIAT & MEMBERS FOR THE  
YEAR 2025**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Elementary & Secondary Schools  
Teaching & Non-Teaching Personnel  
All Others Concerned

1. The City Schools Division Office of San Fernando Provident Fund Board Secretariat undergoes a revision as a result of the reorganization or reshuffling of Schools Division Superintendent and Assistant Schools Division Superintendent and in line with Division Memorandum 007 s., 2025, to wit:

**CHAIRPERSON: SHEILA MARIE A. PRIMICIAS, Ed.D., CESO VI**  
Officer-in-Charge  
Schools Division Superintendent

**SECRETARIAT**

**HEAD : NESTOR C. HERAÑA**  
Assistant Schools Division Superintendent

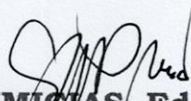
**MEMBERS : APRILLYN B. CARBONELL**  
Accountant III

**MARIFE L. ARCA**  
Administrative Officer IV

**KRIZZALYN P. SIBAYAN**  
Administrative Officer II

**VINZY MARIE C. MAGO**  
Administrative Assistant III

2. The SDO-Provident Fund Secretariat shall serve a term of one (1) year and shall perform the functions and responsibilities provided in DepEd Order No. 12 s., 2004.
  
3. For information and guidance of all concerned.

  
**SHEILA MARIE A. PRIMICIAS, Ed.D., CESO VI**  
Officer-in-Charge  
Schools Division Superintendent

