



Republic of the Philippines  
Department of Education  
National Capital Region

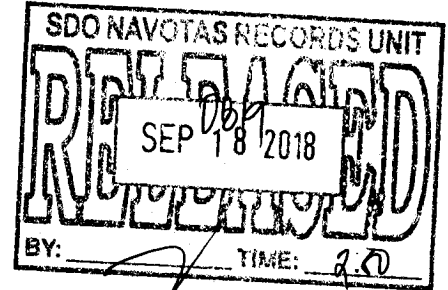
**SCHOOLS DIVISION OFFICE OF NAVOTAS CITY**

Bagumbayan Elementary School Compound  
M. Naval St., Sipac-Almacen, Navotas City  
Email add.: [navotas.city@deped.gov.ph](mailto:navotas.city@deped.gov.ph)  
Tel. No. 351-57-97, 332-77-64



September 18, 2018

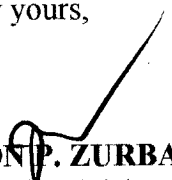
To: Public Secondary School Principals



Sir/Madam:

Attached is a letter signed by MS. GERMAINE C. VILLANUEVA, College Guidance Counselor, Arellano University dated September 17, 2018, relative to their request to conduct a **School Visit** to introduce the privileges that they offer to incoming college students, contents of which are self-explanatory, for information.

Very truly yours,

  
**MELITON P. ZURBANO, CESE**  
OIC- Schools Division Superintendent



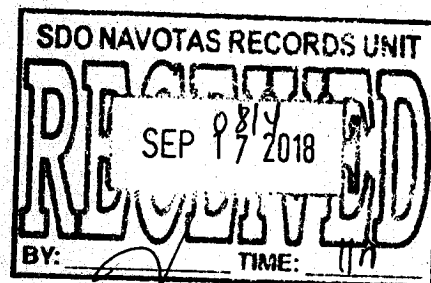
## ARELLANO UNIVERSITY

*Jose Rizal Campus*

Gov. W. Pascual Avenue, Concepcion, Malabon City

September 17, 2018

**Dr. Meliton P. Zurbano, CESE**  
Officer-in-Charge  
Schools Division Superintendent  
SDO – Navotas City



Dear Dr. Zurbano:

In line with our mission of providing equitable access to learning through relevant, innovative, industry-sensitive, environment-conscious academic programs and services, the **Arellano University** would like to ask permission from your good office to allow us to conduct a **School Visit** that will introduce the privileges that we offer to public schools by providing access to affordable but quality education. Academic assistance like **scholarships, tuition fee discounts, and other programs and services** will be discussed to incoming college students.

This information will give students better understanding to help them make better choices. If this will merit your approval, we intend to start our campaign on **January 8, 2019– onwards for Senior High School Students** of Public High Schools in the City of Navotas, or with whatever schedule the respective School Principals will allow us.

We hope for your usual support and consideration.

Thank you so much in anticipation of your favorable response regarding this matter.

Respectfully yours,

**GERMAINE C. VILLANUEVA, RPm**  
*College Guidance Counselor*

Noted by:

**MARIA CECILIA O. SANIDAD, MA, RGC**  
*Supervising Guidance Counselor*

**MA. CRISTINA F. BERNARDO, M.B.A.**  
*AVP, AU Malabon – Jose Rizal Campus*