



Republic of the Philippines
Department of Education
Region XI
Division of Digos City



DIVISION MEMORANDUM
NO. 330, S. 2016

TO: ROGER A. MANAPOL, MAEM
Principal IV
DiCNHS- Main Campus

Attention:
MARIA BASILIA G. FLORES
Master Teacher 11
English Department
DiCNHS-Main Campus


FROM: DEE D. SILVA, CESO 1V
Schools Division Superintendent

**SUBJECT: DESIGNATION AS SPECIAL PROGRAM IN FOREIGN
LANGUAGE (SPFL) DIVISION ALTERNATE FOCAL PERSON**

DATE: June 13, 2016

1. In the exigency of service, you are hereby designated as Special Program for Foreign Language (SPFL) Division Alternate Focal Person, effective June 13, 2016 until revoked or rescinded for valid cause.

2. As such, you shall perform the following duties and functions:

- a. Makes necessary coordination activities to monitor the implementation of the program at the school and at the division levels;
- b. Assists in the conduct of monitoring and evaluation of any SPFL-related activities;
- c. Prepares reports relative to the program;
- d. Represent the office to any official undertakings called for by the Central, Regional and Division Office; and
- e. Does other related tasks as may be assigned by the Office.

3. For strict compliance.

DepEd Schools Division of Digo:

RELEASED

Date: JUN 29 2016 Time: 4:15

By: 