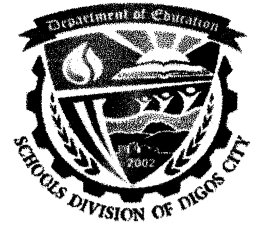


Republic of the Philippines
 Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY
 Digos City



Office of the City Schools Division Superintendent

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MEMORANDUM

No. 370, s. 2017

TO : **BEVERLY S. DAUGDAUG, Ed. D.**
 Chief Education Supervisor
 Curriculum Implementation Division

FROM : **FELICIANO A. TAMONDONG, JR., Ed. D., CESO VI**
 Assistant Schools Division Superintendent
 Officer-In-Charge

SUBJECT : **New Designations and/or Additional Functions**

DATE : **June 9, 2017**

Commission on Audit

RECEIVED

By: J
 Date: JUN 13 2017
 Time: 9:42 am

In the exigency of the service and in view of the pending deployment of a new Assistant Schools Division Superintendent of this Schools Division Offices, you are hereby designated as Chair of the Grievance Committee, Chair of the Program on Awards and Incentives for Service Excellence (PRAISE) Committee and OIC-Assistant Schools Division Superintendent effective immediately. Anent thereto, you shall sign the following documents, to wit:

1. Approval of application for Sick Leave/Personal Leave from 1-5 days;
2. Approval of application for Vacation Leave from 1-5 days; and,
3. Signatory of the Daily Time Records of Principals, Public Schools Districts Supervisors, Education Program Supervisors and Chiefs of Units.
4. Approval of application for Reinstatement and Special Order.

In view thereof, you shall be relieved of your functions, duties and responsibilities as the Chairperson of the Bids and Awards Committee (BAC). Further, you shall immediately turn over all documents of the Committee to the newly designated BAC Chairperson.

This Memorandum bears the authority to assume the powers, duties and responsibilities of the committee and to sign the abovementioned documents in view of this **Designation** without additional compensation or remunerations or even priority for promotion.

This Designation shall effect immediately and supersedes

For compliance.

Conforme:

[Signature]
 6-13-2017

JepEd Schools Division of Dig.

RELEASED 5682

DATE: JUN 13 2017 TIME: 8:18

BY: [Signature]