



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



**Office of the City Schools Division  
Superintendent**

Tel. No. (082) 553-8375; 553-8376; 553-8396

Division Memorandum No. 436, s. 2017


TO : EVANGELINE HERNAN  
Education Program Supervisor - SGOD

IDA JUEZAN  
Public Schools District Supervisor

ANAMERTHYL RREGALA  
Senior Education Program Specialist - SOCMOB

RONALD DEDACE  
Senior Education Program Specialist – HRDD

CECILE UY  
Education Program Specialist II

FROM :   
BEVERLY S. DAUGDAUG, EdD  
Chief, Curriculum Implementation Division  
Office In-Charge

SUBJECT : Committee In-Charge for the Installation of the New SDS

DATE : July 7, 2017

1. In connection with the coming of the new Schools Division Superintendent (SDS), you are hereby requested to form yourselves into committee, chaired by Mrs. Hernan, who will take charge of the following:
  - a) Facilitating the preparation of PR for the conduct of MANCOM where part of it shall be for the installation for the new SDS;
  - b) Designing/Preparation of Tarpaulin;
  - c) Coordinating with the BAC for the catering services;
  - d) Preparing the whole venue for the MANCOM and Installation;
  - e) Preparation/Sending out of Memorandum;
  - f) Preparation/Organizing parts or sequence of the Program;
  - g) Doing other related task/s.
2. For compliance.

JepEd Schools Division Office of Digos  
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date: JUL 10 2017 time: 11:00  
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