



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



April 20, 2018

DIVISION MEMORANDUM
NO. 344, S. 2018

DESIGNATION OF EVANGELINE A. HERNAN AS OFFICER-IN-CHARGE OF THE SCHOOLS GOVERNANCE AND OPERATIONS DIVISION

To: Chiefs of CID and SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary and Secondary Public and Private School Heads

1. In view of the official travel of Sollie B. Oliver, Chief ES-SGOD on April 23-28, 2018, re: **BRIGADA ESKWELA IN MARAWI CITY, BATCH 3 IMPLEMENTATION, Marawi City**, Mrs. Evangeline A. Hernan is hereby designated as Officer-In-Charge of the SGOD on these specific dates: April 23, 25, 26, 27, 2018 except April 24, 2018 where Mrs. E. Hernan is on official leave:
2. As such, she is authorized to undertake the following functions:
 - a. Recommend approval of travel requests of SGOD personnel within the Division and to the Regional Office;
 - b. Act and sign routine matters and interoffice correspondence;
 - c. Recommend vacation and sick leave requests, COC from 1-2 days;
 - d. Coordinate with the school administrators in the operation of schools provided that the appertaining issuances thereof are strictly observed; and
 - e. Represent SGOD office whenever necessary upon invitation of the sponsoring institution/allied agency.
3. Policy determining matters shall be forwarded to/coordinated with the SDS-OIC and/or ASDS-OIC.
4. Important concerns be referred to either office through office talk, text message or call.
5. For information, guidance and compliance.

WINNIE E. BATOON, EdD
 Officer- In -Charge
 Office of the Schools Division Superintendent

Received:
 4/23/18

Encls: as stated
 References: DepEd Memo for the Official Travel of SGOD Chief ES
 To be indicated in the Perpetual Index under the following subjects:
 GOVERNANCE SBM DESIGNATION

DepED: Division Memorandum No.
 20 April 2018
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DepEd Schools Division of Digos
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