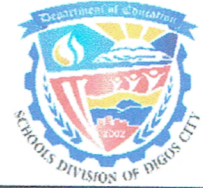




Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY
 Digos City



DIVISION MEMORANDUM
 No. 599, s. 2018

July 20, 2018

DIVISION MANAGEMENT TEAM MEETING

To: BEVERLY S. DAUGDAUG, EdD
 CID Chief

SOLLIE B. OLIVER
 SGOD Chief

FRANCIS JUDE D. ALCOMENDRAS
 Administrative Officer V

NEPTUNE L. TAMBILAWAN
 Administrative Officer V – Budget

NORELIZA A. MISAL
 Accountant II

1. You are hereby informed of the Division Management Team Meeting on July 31, 2018, 3:00 P.M., at the Office of the Schools Division Superintendent.
2. The following are the agenda for the said meeting:
 - a. Citizen's Charter
 - b. Obligation and Disbursement
 - c. Update on School Establishment
 - c.1 Aplaya, Soong, Igpit, Balabag
 - c.2 Maguisi and Pangagoran
 - d. Update on Filling-up of Items
 - d.1 New Item
 - d.2 Natural Vacancy
 - e. Other Matters
 - e.1 HRTD Funds
 - e.2 Division Calendar of Activities
3. All are expected to come on time, and to carry with them the needed documents for the items to discuss in the meeting.
4. For information and compliance.

FOR AND IN THE ABSENCE OF:

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

Melanie P. Estacio
 MELANIE P. ESTACIO, Ph.D.
 OFFICER-IN-CHARGE
 OFFICE OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

Encls: None

References: None

To be indicated in the Perpetual Index under the following subjects:

SUBJECT OPERATIONS MEETING

BSD: Division Management Team Meeting
 July 20, 2018

DepEd Schools Division Office

RELEASED 12633

DATE: JUL 25 2018 TIME: 11:08

BY: *[Signature]*