



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



July 30, 2018

DIVISION MEMORANDUM
NO. 634, S. 2018

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

- 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 July 31-August 3, 2018, re: **VALIDATION WORKSHOP ON SCHOOL IMPROVEMENT PLAN (SIP) QUALITY ASSURANCE (QA) TOOL AND STYLEGUIDE**, Mrs. Evangeline A. Hernan is hereby designated as Officer-In-Charge of the SGOD on these specific dates: July 31-August 3, 2018.
 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, CESE
Officer-In -Charge

Office of the Schools Division Superintendent

DepEd Schools Division Office
RELEASED
13165

DATE: JUL 31 2018 TIME: 8:40 AM

BY: 

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 DESIGNATION

DepED: Division Memorandum No.
30 July 2018
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