



Office of the City Schools  
Division Superintendent

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



Tel. (082) 553-8375 |  
553-8376 | 553-8396  
Fax. (082) 553-8376

August 20, 2018

**DIVISION MEMORANDUM**

No. 745, series of 2018

**CHANGES IN THE SCHEDULE OF THE REVISIT OF THE ASSESSMENT PROCESS AND TOOL FOR SBM LEVEL OF PRACTICE FOR DIGOS CITY NATIONAL HIGH SCHOOL AND FOR THE SCHOOL CLUSTER OF MR. PATRIOTISO O. PEÑAS**

TO: SOLLIE B. OLIVER, MATE, LLB- SGOD Chief  
BEVERLY S. DAUGDAUG, EdD- CID Chief

Attn: EVANGELINE A. HERNAN- EPS, Division SBM Coordinator  
IDA I. JUEZAN- PSDS, Division SBM TF Member  
School Head of Digos City National High School  
Elementary and Secondary School Heads and School SBM Coordinators of the  
School Cluster of PSDS Patriotiso O. Penas

1. In reference to Division Memorandum No. 702 s.2018 *Revisiting the Assessment Tool for SBM Level of Practice*, the field is hereby informed of the changes of the schedule for Digos City National High School and School Cluster of PSDS Patriotiso O. Peñas due to the DOST Memorandum of Understanding (MOU) Signing and Training on Starbooks on August 24, 2018 which necessitates the attendance of all school heads and the National Holiday in celebration of the National Heroes Day on August 27, 2018.
2. The new schedule for the affected school/cluster is as follows:

Affected School Cluster	New Schedule	Venue
School Cluster of PSDS Peñas	August 22, 2018 (PM)	Digos Oriental District Office
Digos City National High School	August 28, 2018 (PM)	DiCNHS

3. Classes handled by the School District Coordinators are expected to be arranged by the respective school heads in order to avoid disruption of classes.
4. Travel expenses are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
5. For information, guidance and compliance.

For and in the absence of the  
Schools Division Superintendent

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

*Sollie B. Oliver*  
SOLLIE B. OLIVER, LLB  
SGOD  
D/C

References: Division Memorandum

EAH: Changes of Schedule of the Revisit of the Assessment Process and Tool for SBM Level of Practice for Digos City National High School and School Cluster of PSDS Patriotiso O. Peñas

20 August 2018

