



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



September 17, 2018


Division Memorandum  
 Number 859, s. 2018

**DESIGNATION OF OIC DIVISION COORDINATOR FOR PRIVATE SCHOOLS,  
 DIGOS CITY DIVISION**

**TO : ELESER dela Peña MATEO**  
 Special Education Program Specialist M&E  
 Digos City Division

1. In view of the official leave of absence of Mrs. Helen A. Casimiro, PSDS/Division Private Schools Coordinator from November 23, 2018 to January 14, 2019, you are hereby designated as Division Private Schools Coordinator, Digos City Division.
2. As such, you shall ensure the smooth coordination of the division to all private schools within the Schools Division of Digos City.
3. You shall undertake that all program implementations of the department are disseminated and carried out to private schools.
4. You shall coordinate with other heads of offices, district heads and this office, relative to the discharge of your functions.
5. Prepare and submit timely report/s as may be necessary and perform such other task/s and functions relative to the effective and efficient coordination with all private schools in the Division of Digos City.

For your proper guidance and compliance.

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

References: As Stated  
 To be indicated in the Perpetual Index under the following program/subject:  
 Operations Policy

hac: Digos South District  
 September 10, 2018

DepEd Schools Division Office  
**RELEASED**  
 17902  
 Date: 17 SEP 2018 Time: 4:00  
 BY: 