



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



September 17, 2018

Division Memorandum
 Number 860, s. 2018

DESIGNATION OF OIC DISTRICT FOCAL PSDS FOR DIGOS SOUTH DISTRICT, DIGOS CITY DIVISION

TO : **FERNA RENIRA T. ALDE**
 Public Schools District Supervisor
 Digos South District

1. In view of the official leave of absence of Mrs. Helen A. Casimiro, District Focal PSDS for Digos South District from November 23, 2018 to January 14, 2019, you are hereby designated as Officer-In-Charge District Focal PSDS for Digos South District, Digos City Division.
2. As such, you shall ensure the smooth operation of the said district, sign regular and ministerial transactions, communications and orders corresponding to the various activities relative to the said office.
3. You shall undertake that all programs and projects are effectively carried out in your district and delivered to concerned end users, especially the learners.
4. 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 management and supervision your district.

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:
 Curriculum Policy

hac: Digos South District
 September 10, 2018

Schools Division Office

RELEASED
 17902

Date: 17 SEP 2018 Time: 4:00

By: