



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



**DIVISION MEMORANDUM**  
No. 922, s. 2018

September 25, 2018

Designation as Office-in-Charge in the Office of the Alternative Learning System

To: **ELVIE E. TIMON**  
EPS II-ALS

In the exigency of the service, you are hereby designated as Office-in-Charge in the Alternative Learning System Division effective October 2-5, 2018.

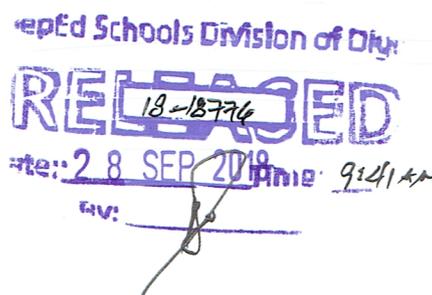
This has reference to the herewith attached memo of the attendance of Mr. Vicente C. Laburada, Jr., EPS-ALS to the "Pre-Implementation Workshop for the Various Projects Under 2019 Basic Education Facilities Funds (BEFF) on the above-mentioned date.

Hence, you are expected to perform the Duties and Responsibilities listed hereunder;

- Monitor the ALS learning sessions in three districts.
- Attend Division Staff Meeting (as required)
- Does other related works.

For proper guidance and compliance.

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



Encls: Div. Memorandum  
References: Div. Memo  
To be indicated in the Perpetual Index under the following subjects:  
SUBJECT: DESIGNATION

Elvie: "Designation as OIC in the ALS Office"  
25 September 2018