



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



**DIVISION MEMORANDUM**  
No. 1024, s. 2018

October 22, 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 22-29, 2018 and November 5-11, 2018.

This has reference to the herewith attached memo of the attendance of Mr. Vicente C. Laburada, Jr., EPS-ALS to the "Instructional Leadership Program for Division and District Supervisors (ILD-PPDS)" 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.

FOR AND IN THE ABSENCE OF:

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

DepEd Schools Division Office  
**RELEASED**  
18-20488  
OCT 25 2018 Time: 2:38 PM

Encls: Regional and Div. Memorandum  
References: Div. Memo 1006s. 2018  
To be indicated in the Perpetual Index under the following subjects:  
SUBJECT: DESIGNATION

Elvie: "Designation as OIC in the ALS Office"  
22 October 2018