



Office of the City Schools  
Division Superintendent

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



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December 7, 2018

**DIVISION MEMORANDUM**

No. 1208, series of 2018

**FINALIZATION OF THE AUDIO-VIDEO PRESENTATION FOR THE  
REGIONAL SCHOOL-BASED MANAGEMENT (SBM) CONVERGENCE**


TO: SOLLIE B. OLIVER, MATE, LLB- Chief Education Supervisor, SGOD  
ELY G. CATALUÑA- PSDS, Mt. Apo District  
CESAR GEVERA- School Head, Marawer Elem. School, Mt. Apo District

Attn: Evangeline A. Hernan  
Division SBM Coordinator

Inda D. Nacua  
School Head- Binaton Elementary School

Jay Mark M. Alocelja  
Teacher 1- Marawer Elementary School  
Mt. Apo District

1. In reference to the conduct of Regional School-Based Management (SBM) Convergence on December 13, 2018, Mr. Jay Mark Alocelja is hereby requested to report to Binaton Elementary School, Mt. Apo District to work with Mrs. Evangeline A. Hernan, Division SBM Coordinator, and Mrs. Inda Nacua, the Division Presenter during the Regional SBM Convergence, for the finalization of the SBM Video Presentation on December 10-11, 2018.
2. Classes handled by the herein named teacher are expected to be arranged by the School Head to ensure that there will be no disruption of classes.
3. Travel expenses shall be chargeable against local funds subject to the usual accounting and auditing rules and regulations.
4. For information, guidance and compliance.

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

EAH: Finalization of SBM Video for the Regional SBM Convergence  
7 December 2018

DepEd Schools Division of Digos City  
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DATE: DEC 07 2018 TIME: 1:36  
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