



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



**DIVISION MEMORANDUM**  
 No. 011, s. 2019

January 3, 2019

**VIDEO PRODUCTION OF THE DIVISION DULY ACCOMPLISHED FY 2018 OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)**

To: **Ely G. Cataluña – PSDS, Mt. Apo District**  
**Cesar Gevera – School Head, Marawer ES**

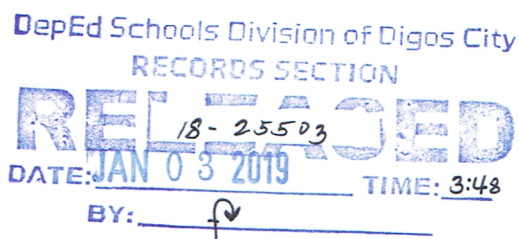
Attn:

**Jay Mark M. Alocelja**  
 Teacher 1- ICT Coordinator  
 Marawer Elementary School

1. In reference to Regional Memorandum dated December 14, 2018 re: Submission and Presentation of FY 2018 OPCRF/IPCRF Accomplishment. **Mr. Jay Mark M. Alocelja** is requested to report to the Division Office on January 4-15, 2018 to work with Mr. Stephen R. Pascual, Division, IT Officer for the Production of Video Presentation of the FY 2018 Division Accomplishment.
2. Classes handed by Mr. Alocelja are expected to be arranged by the School Head to ensure that there will be no disruption of classes.
3. Travel and Expenses shall be charged to local funds, subject to the usual accounting rules and regulations.
4. For your information, guidance and compliance.

**WINNIE E. BATOON, EdD**  
 Officer in Charge

Office of the Schools Division Superintendent



Encls: List Enclosures  
 References: DeEd Regional Memo dated September, 2018  
 To be indicated in the Perpetual Index under the following subjects:  
 ICT