



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



May 21, 2019

**DIVISION MEMORANDUM**  
 No. 379, s. 2019

**SPECIAL TASKS ON THE REGIONAL ASSEMBLY OF EDUCATION LEADERS**

TO: BEVERLY S. DAUGDAUG, EdD  
 Chief- Curriculum Implementation Division

SOLLIE B. OLIVER, LLB, MATE  
 Chief- SGOD

RAQUEL L. CEDEÑO, EdD  
 Principal II  
 Senior High School in Digos City

*Attention:* EVANGELINE A. HERNAN  
 Education Program Supervisor- SGOD

TITO M. ENDRINA, EdD  
 Education Program Supervisor

IDA I. JUEZAN, EdD  
 Public Schools District Supervisor

LEILANI T. SEÑIRES, PhD  
 MT-II; SHSDC

ELESER D. MATEO  
 Education Program Supervisor- SMM&E

CLAIRE MARRIZ N. MORAL  
 ADAS III

STEPHEN R. PASCUAL  
 Information Technology Officer


JAKE LLOYD VENCIO  
 ADAS III


1. In line with your attendance to the **Second Regional Assembly of Education Leaders** on May 27-29, 2019 at SMX, Lanang, Davao City, you are hereby assigned to do other tasks as follows:

Personnel	Tasks
Evangeline A. Hernan Ida J. Juezan, EdD Eleser D. Mateo	Usher/Usherettes <ul style="list-style-type: none"> <li>• Assist Digos City participants to their assigned seats</li> <li>• Distribute the convention kits and shirts to Digos City participants through the Chiefs/Public Schools District Supervisors/Focal Persons</li> <li>• Release and retrieve daily attendance sheets to and from the Chiefs/ Public Schools District Supervisors/ Focal Persons</li> </ul>
Tito M. Endrina, EdD Leilani T. Señires, PhD	Press and Publication <ul style="list-style-type: none"> <li>• Publish articles per instruction from the regional team</li> <li>• Serve as anchor/emcee in coordination with and per instruction from the regional team</li> </ul>

Stephen R. Pascual	<p style="text-align: center;">Monitoring Team</p> <ul style="list-style-type: none"> <li>● Assist in the online monitoring and evaluation of participants per instructions from the regional team</li> </ul>
Claire Marriz N. Moral	<p style="text-align: center;">Secretariat/ Program Committee</p> <ul style="list-style-type: none"> <li>● Perform clerical tasks</li> <li>● Maintain and keep records</li> </ul>
Jake Lloyd Vencio	<ul style="list-style-type: none"> <li>● Prepare Financial Reports, liquidation of Cash Advances and other business activities which are financial in nature</li> </ul>

2. You are further instructed to observe stipulations in the previous issuances as regards meals and travel charges as well as training attire relative to this event.
3. For information, guidance and compliance.

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

DepEd Schools Division of Digos City  
 RECORDS SECTION  
**RELEASED**  
 1905-654  
 DATE: 22 MAY 2019 TIME 3:16 PM  
 BY: 

References: Regional Memorandum  
 EAH: Special Tasks on the Regional Assembly of Education Leaders  
 21 May 2019