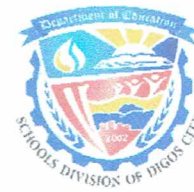




Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



**DIVISION MEMORANDUM**  
No. 999, s. 2019


November 5, 2019

**DESIGNATION ORDER AS ACTING DIVISION SPORTS OFFICER**

To: **ZENAIDA G. GUYA**  
Public Schools District Supervisor

1. In the exigency of the service and in view of the retirement of Mrs. Eppie Grace E. Presto, this Office hereby designates you as the Acting Division Sports Officer.
2. As such, and in addition to your inherent duties and responsibilities as Public Schools District Supervisor, you are to fulfill all attaching and intervening responsibilities as Division Sports Officer, to wit:
  - a. Coordinate with Mrs. Eppie Grace Presto, newly-retired Division Sports Officer, for any priority tasks concerning Sports Program implementation;
  - b. Receive from Mrs. Presto all necessary documents/files which concern Sports Program implementation;
  - c. Take the initiative of ensuring that activities stipulated in the Five-Year Plan/Annual Implementation Plan for Sports Program are done effectively especially the conduct of the incoming Division Athletic Meet;
  - d. Represent the Division to any Sports Program concern at the Regional and National levels, as well as in the Local Government Unit and other partner agencies;
  - e. Prepare necessary correspondences; and
  - f. Do other related tasks.
3. This designation does not carry with it any additional remuneration nor priority for promotion and subject to recall when deemed necessary.
4. This designation shall take effect immediately and be valid until a new Education Program Supervisor for MAPEH shall have been appointed.
5. For compliance.

  
**CRISTY C. EPE, CESE**  
Schools Division Superintendent

DepEd Schools Division Office of Digos City  
RECORDS SECTION  
**RELEASED**  
46416  
DATE: NOV 12 2019 TIME: 11:01  
BY: 

Encls: none  
References: DEDP

To be indicated in the Perpetual Index under the following subjects:  
CURRICULUM                      SPORTS PROGRAM                      DESIGNATION ORDER

BSD: DESIGNATION ORDER AS ACTING DIVISION SPORTS OFFICER  
November 5, 2019