



Republic of the Philippines  
**Department of Education**  
 REGION XI  
 DIVISION OF DIGOS CITY

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

February 19, 2020

**DIVISION MEMORANDUM**  
 No. 134, s. 2020

**ADDENDUM TO THE SIGNATORIES FOR THE APPLICATION FOR  
 DIVISION CLEARANCE**

To: **ALL TEACHING AND NON-TEACHING PERSONNEL  
 ADMINISTRATIVE OFFICER V**

Relative to the Form on Division Clearance, the following signatory is delegated to the Heads identified official;

a) **For item no II. CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES.**

*We hereby certify that the employee is cleared/not cleared of work-related accountabilities from this Unit/Office/Dept.*

The signatory in behalf of the HEAD of Office is **MR FRANCIS JUDE D. ALCOMENDRAS, Administrative Officer V.**

b) **For item no. IV. CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE**

a. *Internal Affairs Office/Legal Affairs Office*

*with pending administrative case*

*with on going investigation (no formal charge yet)*

Due to the vacancy of the Attorney III in the Division Office, MR. FRANCIS JUDE D. ALCOMENDRAS, Administrative Officer V shall be signatory for item no. IV in the Division Clearance Form (CS Form No. 7, Revised 2018).

For information, guidance and dissemination.

**CRISTY C. EPE**  
 Schools Division Superintendent



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**DepEd Schools Division of Digos City**  
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