



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



**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

August 18, 2020

**DIVISION MEMORANDUM**  
No. 385, s. 2020

**DESIGNATION AS SENIOR CITIZEN(S) COORDINATOR AND PERSON WITH  
DISABILITY (PWD) COORDINATOR**

To: **ARLENE P. BARBA** -  
**Public Schools District Supervisor**

*[Handwritten signature]*  
8/18/2020

1. In the exigency of the service, you are hereby designated as Senior Citizen Coordinator, and Persons with Disability Coordinator, this Division.
2. As such, be advised to coordinate with the Chairman on the Senior Citizens and Veterans Affairs Office to implement the plans, projects and programs pertaining to our DepEd Senior Citizens and the Office of the Persons with Disability Affairs Office (PDAO), respectively.
3. Further, you are to coordinate with the Administrative Officer V/ Personnel Officer for the data and programs such as Pre-retirement Counselling, Senior Citizens Benefits, Discounts, Exemption, Express Lane, Retirement Benefits and the PWD Benefits especially in the preparation of required reports as well as to comply with and directive for higher Office as cited by COA, pertaining this Act. Please coordinate Mrs. Neptune Tambilawan, Budget Officer for the PPAs allocation.
4. This designation bears the directive that you shall perform the additional duties and responsibilities and other related functions in pursuance to the Senior Citizens Act, and Persons with Disability Act.
5. For information and strict compliance.

*[Handwritten signature]*  
**CRISTY C. EPE**  
Schools Division Superintendent

DepEd Schools Division Office  
RECORDS SECTION  
**RELEASED**  
60984  
DATE: 18 AUG 2020 4:01 PM  
BY: *[Handwritten signature]*