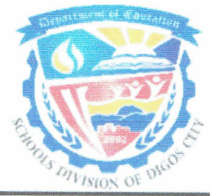




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



May 24, 2021

MEMORANDUM

TO: **BASILIO P. MANA-AY, JR.**
Asst. Schools Division Superintendent

In the exigency of the service and while the undersigned is on Home Visit today, May 24, 2021, you are hereby designated as Officer-In-Charge of the Schools Division of Digos City.

As such, you are authorized to undertake the following functions:

1. Approve travel requests of school officials within the Division to the Regional Office.
2. Act and sign all routine matters, interoffice correspondence and indorsement to the Regional Office.
3. To coordinate with the school administrators in the operation of schools provided that the appertaining issuances thereof are strictly observed.

Policy determining matters shall be held in abeyance until the return of the undersigned. Important matters shall be referred through text or call.

Thus, the following complimentary clause shall appear in all issuances for dissemination.

For and in the absence of the
Schools Division Superintendent

BASILIO P. MANA-AY, JR.
Asst. Schools Division Superintendent
Officer-In-Charge

For your guidance and compliance.

CRISTY C. EPE
Schools Division Superintendent

