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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

**June 3, 2021**

No. 316, s. 2021

**SUBMISSION OF LETTER OF INTENT FOR SCHOOL-IN-CHARGE ASSIGNMENT**

To: Public Schools District Supervisors  
Public Schools Elementary School Heads  
Public Schools Secondary School Heads

1. Please be informed that DepEd Digos City Division is accepting applications for those interested to be Teacher-In-Charge/School-In-Charge in any of the schools where vacancy exists.
2. Those interested are required to submit their letter of intent tomorrow, June 4, 2021. Other pertinent documents for ranking may be submitted a day before the scheduled interview which will be announced later.
3. Immediate dissemination and strict compliance of this memorandum is desired.

**CRISTY C. EPE**  
Schools Division Superintendent

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DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
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BY: