



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 437, s. 2021

30 July 2021

DESIGNATION ORDER

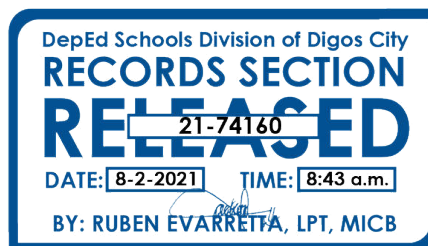
To: **LEILANI T. SEÑIRES**
Master Teacher II

1. In the exigency of the service, you are hereby **DESIGNATED** as **SCHOOL-In-CHARGE** of **DIGOS CITY SENIOR HIGH SCHOOL (SHS)**, Barangay Igpit, Digos City in view of the absence of the School Principal IV, Roger A. Manapol, Ed.D., due to health reasons.
2. This designation bears the directive that you shall perform the duties and responsibilities and other related functions of a **School Head** pursuant to R. A. 9155 in addition to your teaching duties as Master Teacher II of the said school without additional compensation or remunerations or even priority in promotion.
3. Moreover, the Public Schools District Supervisor shall provide you technical assistance in the management and supervision of the **DIGOS CITY SENIOR HIGH SCHOOL**.
4. This **Designation Order** shall take effect immediately and remains valid unless sooner revoked by the Schools Division Superintendent or upon the assumption to duty of the School Principal IV, Roger A. Manapol, Ed. D.
5. For your guidance and compliance strict compliance.

CRISTY C. EPE
Schools Division Superintendent

Conforme:

Date





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

July 30, 2021

CRISTY C. EPE

Schools Division Superintendent
Schools Division of Digos City
Roxas St., Digos City, Davao del Sur

Dear **Ma'am Epe**:

Greetings of peace and camaraderie!

Your excellent leadership and strong support for education has truly given meaning to the adage that "It takes a village to educate a child."

With the recent situation that our school is facing due to the critical admission of our school principal last Wednesday, knowing his condition just yesterday, he was tested COVID-19 positive, and he is in the ICU also, we are prompted to inform your office to help us address our concern regarding the pending school forms to be attended supposedly by our principal. These school forms include the SF9 the Learner's Report Card and other pertinent documents needed for the learners to be submitted as part of their College enrollment and scholarship grants.

With this, we humbly ask to attend our urgent concern by assigning a school officer-in-charge to look after the pending documents.

Thank you very much and God bless your remarkably brilliant leadership with greater heights of joy and happiness!

Sincerely yours,



JUNER O. GULTIANO, MAEd
TEA President



ROBIN CHARLES O. RAMOS, MBA, LPT
School Information and Communications Coordinator



SENIOR HIGH SCHOOL IN DIGOS CITY

Brgy. Igpit, Digos City 8002 Davao del Sur

☎ 0963-957-8871 (c/o Principal's Office)

🌐 www.depeddigoscity.org ✉ digosseniorhs@deped.gov.ph