



Republic of the Philippines  
Department of Education  
Region XI

**SCHOOLS DIVISION OF DIGOS CITY**

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

January 17, 2022

No. 036, s. 2022

**DESIGNATION AS SIGNATORY OF PERMIT TO STUDY**

To: **FRANCIS JUDE D. ALCOMENDRAS**  
Administrative Officer V

**MYHARRA FAYE L. BONTIA**  
Administrative Officer IV - Personnel

1. In connection with Regional Memorandum No. 30, s.2021 entitled “*Guidelines on the Application of Permit to Study*”, the Administrative Officer V and the AO IV – Personnel in the SDO shall review all the Permit to Study Applications from teaching and non-teaching employees to ascertain conformity to the set requirements.
2. The AO IV – Personnel shall maintain the list of all approved applications including their enrollment status and progress.
3. As the head of the Administrative Services, **MR. FRANCIS JUDE D. ALCOMENDRAS, JD, MPA**, is hereby designated as the signatory of permits to study.
4. This shall take effect immediately and shall remain in effect until revoked.
5. For your guidance and compliance.

**CRISTY C. EPE**

Schools Division Superintendent

