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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
No. 590 s. 2022

October 6, 2022

**DESIGNATION ORDER TO ACT ON LEAVE APPLICATIONS AND TRAVEL
ORDERS IN THE ABSENCE OF THE ASSISTANT SCHOOLS DIVISION
SUPERINTENDENT**

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

1. In the exigency of the service and while the Assistant Schools Division Superintendent Basilio P. Mana-ay, Jr. is on sick leave, you are hereby designated to act on administrative matters, particularly on signing Travel Orders and Application for Leave of Absence.
2. Kindly peruse the recently issued Division Memorandum re: **Authorized Signatories of Authority to Travel for School Heads and Teachers, and non-teaching personnel**, for your reference.
3. This memorandum shall take effect immediately upon issuance unless appropriately revised or revoked by a competent authority thru the issue of an order/memorandum.
4. For your information and compliance.

CRISTY C. EPE
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED

DATE: OCT 11 2022 TIME: 3:07pm

BY: