



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2022- 060

To : FRANCIS JUDE D. ALCOMENDRAS – AO V
DOMINADOR O. ESPACIO – ADA IV
RENIL CONCOLES – JOB ORDER

Subject : COMPOSITION AND INSTRUCTIONS FOR THE
TRANSPORTATION COMMITTEE DURING THE NATIONAL
MANCOM MEETING TO BE HOSTED BY DEPED DAVAO REGION

Date : November 23, 2022

This has reference to the Regional Memorandum No. ASD-2022-124 issued by Allan G. Farnazo, Director IV, Department of Education, Region XI, Torres Street, Davao City titled: *“Composition and Instructions for the Transportation Committee During the National MANCOM Meeting to be hosted by the DepEd Davao Region”* on December 5, 2022.ou

You are hereby directed to monitor the instructions from the DepEd Central and Regional Office on the said activity. As members of the Transportation Committee, your primary task is to ensure the availability of the DepEd vehicles for the shuttle needs of the DepEd officials and guests attending the high-level meeting.

The DepEd Van and DepEd Pick-up vehicles with assigned drivers shall be stationed at the DepEd RO XI, Davao City from December 3, 2022, until December 6, 2022. On the first day, the drivers shall ensure that the vehicles shall be in full tank fuel. Further, the drivers shall also ensure that vehicles are in good running condition and provided with isopropyl alcohol, tissue, and face masks inside the vehicle. The drivers should be in good grooming – wearing a polo, black slacks pants, and black leather shoes and with prescribed DepEd ID.

For proper information and coordination on the said activity, the transportation committee shall attend the virtual orientation with members and assigned drivers on November 29, 2022.

Expenses incurred during the activity shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

For immediate dissemination and strict compliance.

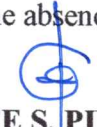

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
27-94202

DATE: NOV 23, 2022 TIME: 4:32 PM

BY: 

For and in the absence of the SDS:


CLARENCE S. PILLERIN, EdD
Public School District Supervisor
Officer – In - Charge 



11322



Republic of the Philippines
Department of Education
DAVAO REGION

DepEd Schools Division of Digos City
RECORDS SECTION

RECORDED 94202

DATE: 18 NOV 2022

BY: _____

TIME: 3:05 PM

Office of the Regional Director

REGIONAL MEMORANDUM
ASD-2022-124

To : Schools Division Superintendents/OIC-SDS

Subject: **COMPOSITION AND INSTRUCTIONS FOR THE
TRANSPORTATION COMMITTEE DURING THE NATIONAL
MANCOM MEETING TO BE HOSTED BY DEPED DAVAO REGION**

Date : November 16, 2022

To fulfill the mandate on the Department of Education, the National Management Committee (MANCOM) regularly conduct its Face-to-Face Monitoring and High-Level Meeting in the different regions in our country. The Davao Region's turn to host the said important event is on December 05, 2022 in a venue here in Davao City which is yet to be identified.

This Office has formed several working committees to address the varied needs in the preparation for the said event. One of which is the Transportation Committee, which is primarily tasked to ensure the availability of DepEd vehicles for the shuttle needs of the DepEd officials and guests attending the high-level meeting.

The Schools Division Superintendents are hereby directed to ensure compliance with the following in support to the Transportation Committee, to wit:

1. Lend the DepEd Van and DepEd Pick-Up vehicles to DepEd RO XI from December 03, 2022 until December 06, 2022 with assigned drivers;
2. On its first day, the vehicle must be in full tank as to its fuel;
3. The vehicles must be in good running condition with a provision of isopropyl alcohol, tissue, and face masks inside it;
4. The drivers shall be in very good grooming (wearing polo, black slacks pants, and black leather shoes and with prescribed DepEd I.D.); and
5. The Administrative Officer V for Administration of each Division Office shall fill out the attached template and be submitted to this Office through email address alan.ebuna@deped.gov.ph on or before **November 21, 2022**.

The transportation committee will conduct a virtual orientation with members and assigned drivers on November 29, 2022.

For any inquiries or clarifications, kindly contact the Administrative Services Division on the telephone numbers 082-225-0816.

For information and strict compliance
DEPARTMENT OF EDUCATION RO XI
RECORDS SECTION

RELEASED

By: 11322

Date: Nov 18, 2022

By the Authority of the Regional Director:

ALLAN G. FARNAZO

Director IV

ROY V. ENRIQUEZ

Chief Administrative Officer
Officer-In-Charge

Enclosed: As stated.
ROA3/PS/136



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

ISO 9001:2015 - Certified

Form 1 - Information Form

Division Office: DEPED Digos City

1. Drivers

Name	Vehicle Plate Number	Vehicle Type	Email Address & Mobile Number
1. DOMINADOR O. ESPACIO	1301-1552067	HIRCE TOYOTA VAN	09464321815
2. RENIL CONCOLES	88 - FB22	PICK-UP (MITSUBISHI)	09302889064

2. Administrative Officers (AO V)

Name	Contact Numbers (Mobile and Landline)	Email Address
1.		

Prepared by:

Signature over Printed Name
Position