



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

**November 25, 2022**

No. 712 s. 2022

**DESIGNATION ORDER**

To: **IRENE G. QUIZON** *igq 11/22/22*  
 Master Teacher I  
 Cogon Elementary School

1. In the exigency of the service, you are hereby **DESIGNATED** as **School-In-Charge** of **Cogon Elementary School**, Barangay Cogon, Digos City, effective immediately.
2. In view hereof, you shall execute the duties and functions as School Head as mandated in RA 9155, except for the Miscellaneous and Other Operating Expenses (MOOE).
3. Further, your service credits shall be converted into Vacation Leave and Sick Leave, which means that you shall report during Summer and Christmas Vacation. In addition to, you are entitled to five (5) days of Forced Leave and can apply for a Special Leave under CSC rules.
4. This Designation Order does not carry with it any additional remuneration nor priority in promotion and is subject to recall by this office when deemed necessary.
5. For your information and compliance.

**CRISTY C. EPE**  
 Schools Division Superintendent

Schools Division of Digos City  
 RECORDS SECTION  
**RELEASED**  
 94579  
 DATE: 29 NOV 2022 TIME: 11:23 AM  
 BY: [Signature]