



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2023- 014

To : FRANCIS JUDE D. ALCOMENDRAS, Administrative Officer V  
MYHERRA FAYE C. LLANOS, Administrative Officer IV  
STEPHEN R. PASCUAL, Information Technology Officer I  
DANICA L. ACEDILLA, Administrative Officer II  
ROSETER C. ALCAIDE, Administrative Officer II  
MARICHU C. BETERBO, Administrative Officer II  
RUBEN EVARRETTA, Administrative Officer II  
GERALDINE M. RANARA, Administrative Officer II  
MARY SOL S. ROSALITA, Administrative Officer II  
HELENA O. SOLON, Administrative Officer II  
ALNIE FE V. YMALAY, Administrative Officer II

Subject : CONDUCT OF ORIENTATION FOR ADMINISTRATIVE OFFICER II  
PRIOR TO DEPLOYMENT

Date : January 17, 2023

In relation to the deployment of the Administrative Officer II, this office will conduct an orientation on January 17, 2023 to be held at Digos City National High School – AVR room at 1:00 PM – 5:00 PM.

This activity aims to integrate the personnel into their new roles and responsibilities.

For information and immediate dissemination of this Memorandum is desired.

**CRISTY C. EPE**  
Schools Division Superintendent

DepEd Schools Division of Digos  
RECORDS SECTION  
**RELEASED**  
23-96551  
DATE: 17 JAN 2023 TIME: 12:29 PM  
BY:

OSDS/ADMIN/HR/dbc



**Address:** Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
**Telephone Nos.:** (082) 553-8375; (082) 553-8396