



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2023- 017

To : **MARY JOY B. FORTUN**  
 Public Schools District Supervisor

Subject : **RECALL OF DESIGNATION ORDER**

Date : January 18, 2023

In view of the reassignment of Mr. Elegio L. Planas, School Principal I, Cogon Elementary School, your Designation Order dated December 12, 2022 as the Officer-in-Charge of Cogon Elementary School, Barangay Cogon, Digos City, pursuant to Division Memorandum OSDS-2022-069, is hereby recalled.

The effectivity of this order is upon the assumption of duty of Mr. Planas to Cogon Elementary School.

For strict compliance.

**CRISTY C. EPE**  
 Schools Division Superintendent,

DepEd Schools Division of Digos City  
 RECORDS SECTION

**RELEASED**  
 23-96715  
 DATE: JAN 19 2023 TIME: 3:15 pm  
 BY:

Cc: HRMO SECTION

Conforme:

\_\_\_\_\_

\_\_\_\_\_

Date

OSDS/ADMIN / HR/mfl



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



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
OSDS-2022- 069

To : MARY JOY B. FORTUN  
Public Schools District Supervisor

Subject : DESIGNATION ORDER

Date : December 12, 2022

In the exigency of service and in view of the demise of Mr. Roberto P. Jalalon, School Principal II, Cogon Elementary School, Barangay Cogon, Digos City. You are hereby designated as Officer-in-Charge of the aforesaid school effective December 5, 2022 until a School-In-Charge will be assigned.

This designation bears the directive that you shall perform the duties and responsibilities and other related functions of a School Head pursuant to R.A. 9155 for the period of your designation as indicated above. However, maintenance and other operating expenses (MOOE) shall be handled by Mr. Francis Jude D. Alcomendras, Administrative Officer V-Administrative Services.

For strict compliance.

**CRISTY C. EPE**  
Schools Division Superintendent

