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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. 025 s. 2023

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

Subject : **DESIGNATION ORDER**

Date : January 17, 2023

1. In addition to your duties and responsibilities as Administrative Officer V, and while Mrs. Rosario B. Diamante, Administrative Officer IV – Cash Section is on sick leave, you are hereby designated as the **LIAISON OFFICER** of the Schools Division of Digos City for **GSIS concerns**. As such, you are expected to have effective linkages with the Government Service Insurance System (GSIS) with whom this office has official transactions.
2. Further, you are expected to provide updates to the employees of this SDO if ever there are information that will benefit them, and to facilitate the compliance of our office thru concerned division or section if there are requirements or obligations that necessitate our action.
3. This function does not carry with it any additional remuneration nor priority in promotion and shall take effect immediately, unless sooner revoked by the approving authority.
4. For your compliance.


CRISTY C. EPE

Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED

DATE: JAN 18 2023 TIME: 9:30am

BY: 