



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-2023-027

To: **SOLLIE B. OLIVER, JD, MATE**
Chief - SGOD

Subject: **DESIGNATION ORDER**

Date: February 1, 2023

1. In the exigency of the service and while Atty. Clarisse Joy C. Arnaez-Llaban, Attorney III, is on maternity leave, starting January 30, 2023, you are hereby designated to act on her behalf, specifically to:
 - Evaluate Administrative Complaints.
 - Prepare reply on all correspondences concerning legal matters.
 - Conduct or Assist Preliminary / Fact-Finding Investigation.
 - Prepare, study, and review contracts, agreements, and Memorandum of Agreement (MOA).
 - Prepare and/or review document pertaining to school site (Deed of Donation, Usufruct, Sale, Title, Tax Declaration).
 - Coordinate with CENRO, PENRO, DENR-RO, DPWH, LRA, NCIP, DOH and other partner agencies for the issuance of special patent or certificate of title of our school sites.
 - Evaluate and countersign requests for clearances and certifications for leave of absence, provident loan application and all matters relating thereto.
 - Lead and/or attend to committees concerning Citizen's Charter and 8888 Complaints.
2. Such designation shall be effective immediately upon issuance unless appropriately revised or revoked by a competent authority thru an order/memorandum.
3. For your information and compliance.


CRISTY C. EPE
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

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DATE: FEB 06 2023 TIME: 10:58 AM
BY: 