

27-102616



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



May 24, 2023

**MEMORANDUM**

**TO: FRANCIS JUDE D. ALCOMENDRAS,JD**  
Administrative Officer V

In the exigency of the service and while the undersigned is attending the Installation of New Regional Director Maria Ines C. Asuncion in Caraga, Region XIII on May 26, 2023, you are hereby designated as Officer-In-Charge of the Schools Division of Digos City.

As such, you are authorized to undertake the following functions:

1. Approve travel requests of school officials within the Division to the Regional Office.
2. Act and sign all routine matters, interoffice correspondence and indorsement to the Regional Office.
3. To coordinate with the school administrators in the operation of schools provided that the appertaining issuances thereof are strictly observed.
4. Update the Schools Division Superintendent of the important concerns.

Policy determining matters and promotion, transfer, hiring and deployment of personnel shall be held in abeyance until the return of the undersigned. Financial and other important matters shall be referred through text or call.

Thus, the following complimentary clause shall appear in all issuances for dissemination.

For your guidance and compliance.

*Melanie P. Estacio*  
**MELANIE P. ESTACIO, Ph.D, CESO VI**  
OIC-Schools Division Superintendent

JepEd Schools Division of Digos City  
**RECORDS SECTION**

**RELEASED**  
27-102616  
DATE: MAY 24 2023 TIME: 9:29 AM  
BY: *[Signature]*