



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



23-101686  
 May 05, 2023

**MEMORANDUM**

**TO: BEVERLY S. DAUGDAUG, Ed.D.**  
 Chief – Curriculum Implementation Division

In the exigency of the service and while the undersigned is attending seminar in Cebu re: Merit Selection Plan (MSP) amd Recruitments, Selection and Appointment (RSA) Guidelines Orientation for DepEd Appointing Officers, May 8-9, 2023, and Workshop on the Validation of the National Reading Program Policy Guidelines in Davao City, May 10-12,2023, 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.

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

Schools Division of Digos City  
 RECORDS SECTION  
**RELEASED**  
 23-101686  
 DATE: MAY 08 2023 TIME: 11:45 am  
 BY: \_\_\_\_\_