

#163728



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



June 16, 2023

MEMORANDUM
TO:

FRANCIS JUDE D. ALCOMENDRAS, JD
Administrative Officer V-DepEd Digos City

BEVERLY S. DAUGDAUG, Ed.D
Chief Curriculum Implementation Division

In the exigency of the service and while the undersigned is attending seminar in Pasay City re: Workshop on the Development and Finalization of Assessment Tools for the National Reading Program, June 19-23, 2023, **Mr. Francis Jude Alcomendras** is hereby designated as Officer-In-Charge of the Schools Division of Digos City on **June 19-21, 2023**, and **Mrs. Beverly Daugdaug** will be the Officer-in-Charge on **June 22-23, 2023**.

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 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

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
27-107728

DATE: JUN 19 2023 TIME: 2:40pm

BY: *[Signature]*