



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-2023-150**

To: **NEIL D. BONGCAYAO**  
Public Schools District Supervisor

Subject: **DELEGATION OF FUNCTION AS ELECTION  
REGISTRATION BOARD MEMBER**

Date: July 17, 2023

1. This has reference to the October 30, 2023 **Barangay and Sangguniang Kabataan Elections**, and the functions of the Schools Division Superintendent as one of the members of the Election Registration Board per Section 15 of the Republic Act 8189.
2. Please be informed, through this issuance, that such functions of the undersigned, to include Verification, Certification and Sealing of the List of Voters and the Signing thereof are hereby delegated to your end. (COMELEC Resolution 10868 dated November 29, 2022 as amended by COMELEC Resolution 10905 dated May 3, 2023).
3. It is also informed that in so instance the undersigned is not available to attend meetings/hearings due to conflict of equally important matters, you are instructed to represent her stead.
4. For your information and compliance.

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

JepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
23-105257  
DATE: JUL 18 2023 TIME: 9:41am  
BY: 