



Republic of the Philippines
Department of Education
 REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2023- 213

To : Section Heads
 Administrative Officers II
 Administrative Assistants II and III

Subject: **FACE TO FACE ORIENTATION OF THE DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICERS II AND ADMINISTRATIVE ASSISTANTS II AND III ASSIGNED IN SCHOOLS**

Date : August 17, 2023

In line with the foregoing reassignment orders of Administrative Officers II and Administrative Assistants II and III who will be assigned in the field, the Schools Division Office will conduct a **Face to Face Orientation** on their **Duties and Responsibilities and Work Assignments** on **August 18, 2023, 9:00AM** at the **Digos City National High School Conference Room**.

The activity aims to provide concise and accurate information on the different work processes and empower and equip them about their responsibilities as non-teaching personnel in the field.

List of participants are indicated in Enclosure 1.

For immediate dissemination.

For and in the absence of the
 Schools Division Superintendent

BASILIO P. MANA-AY, JR., CESO VI
 Assistant Schools Division Superintendent
 Officer-In-Charge

DepEd Schools Division of Digos City

RECORDS SECTION

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DATE: AUG 18 2023 TIME: 1:29 PM

BY: [Signature]



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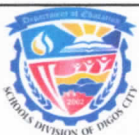
Enclosure 1
DM OSDS-2023-277

SPEAKERS/FACILITATORS

Myhrra Faye LL. Balingit
Noreliza A. Misal
Heidi B. Escalona

LIST OF PARTICIPANTS

Rosetter Alcaide
Danica L. Acedilla
Marichu Beterbo
Bonafe Cathrine Rabaya
Qumran M. Loyola
Ferdinand Magdadaro
Helena Solon
Alnie Fe Ymalay
Marysol Rosalita
Jessrael Bengil
Ma. Bernadette Pagayon
Claire Mariz Moral
Mark Castañares
Maria Leonora Salazar
Sheena Asarak
Juvy A. Cardines
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Danilo Ebol
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