



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



August 16, 2023

**MEMORANDUM**

TO: **TITO M. ENDRINA, Ph.D.**  
 Education Program Supervisor

In the exigency of the service and while the undersigned will be on Official Business on August 22, 2023 to August 23, 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, inter-office correspondence and indorsement to the Regional Office.
3. 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 and in the absence of the  
 Schools Division Superintendent

**TITO M. ENDRINA, Ph.D.**  
 Education Program Supervisor  
 Officer-In-Charge

For your guidance and compliance.

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

DepEd Schools Division of Digos City  
 RECORDS SECTION

**RELEASED**

DATE: AUG 16 2023 TIME: 2:27 PM

BY: *[Signature]*