



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



August 16, 2023

MEMORANDUM

TO: **BASILIO P. MANA-AY, JR., CESO VI**
 Asst. Schools Division Superintendent

In the exigency of the service and while the undersigned will be on Home Visit on August 17, 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

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

For your guidance and compliance.

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

