



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2023- 298

To : Concerned Public Elementary and Secondary School Heads  
 Concerned Teachers  
 All others concerned

Subject : **SCHEDULE OF ACTIVITIES RELATED TO THE FINALIZATION OF THE DIVISION HYMN**

Date : November 20, 2023

Relative to the finalization of the Division Hymn, the following teachers are requested to be present on the following dates:

Date	Activity	Concerned Teachers
November 21, 2023	Audio Balancing	Jeriel C. Caminade Melvin Anthony A. Sabio
November 22-23, 2023	Mixing and Mastering	Jeriel C. Caminade Melvin Anthony A. Sabio
November 24, 2023	SDS & ASDS Audio Recording	Jeriel C. Caminade Melvin Anthony A. Sabio Rodolfo II M. Osorno
November 29, 2023	Final editing/polishing	Jeriel C. Caminade

Concerned teachers shall adhere to the policy on "No Disruption of Classes" as per DepEd Order No. 9, s. 2005 entitled "Institutionalizing Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith." School heads of the said teachers are expected to make necessary arrangements ensuring that classes handled by teachers will be taken care of by another teacher.

Travel and other incidental expenses shall be charged against School MOOE and other sources of funds subject to the usual government accounting and auditing rules and regulations.

For information and compliance.

For and in the absence of the  
 Schools Division Superintendent

**FRANCIS JUDE D. ALCOMENDRAS**

Administrative Officer V  
 Officer-In-Charge

DepEd Schools Division of Digos City  
 RECORDS SECTION

**RELEASED**  
 23-112479  
 DATE: NOV 21 2023 TIME: 9:17 am  
 BY: [Signature]



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
 Telephone Nos.: (082) 553-8375; (082) 553-8396