

111635



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



November 9, 2023

MEMORANDUM

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

In the exigency of the service and while the undersigned is on Official Business today, November 9, 2023 until tomorrow, November 10, 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.

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
27-111635

DATE: NOV 09 2023 TIME: 1:20 PM
BY: [Signature]

[Signature]
MELANIE P. ESTACIO, Ph.D., CESO VI
OIC - Schools Division Superintendent