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Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2023- 597

To : **REYZEN O. MONSERATE**
EPS II - SMN/Division Sports Officer

PETER-JASON C. SENARILLOS
SEPS - SMN/Division Assistant Sports Officer

ANGEL V. BISAGA, JR
EPS - MAPEH/School Sports Focal Person and Training Manager

Subject : **DESIGNATION ORDER**

Date : November 20, 2023

In addition to your duties and responsibilities as Education Program Specialist II and Senior Education Program Specialist respectively, you are designated as **Division Sports Officer** and **Division Assistant Sports Officer**. With this, you shall have the following duties and responsibilities:

1. Draft proposals for the conduct of sports activities and submit to the Local School Board (LSB) for the approval of the Special Education Fund (SEF) budget;
2. Conduct Division sports clinic/refresher course for Tournament Managers and Coaches;
3. Coordinate with the Regional Sports Officer;
4. Facilitate the conduct of Digos City Athletic Association Meet;
5. Conduct in-house training of student athletes in preparation for Davao Region Athletic Association Meet (DAVRAA);
6. Facilitate the participation of Digos City delegation in the Davao Region Athletic Association Meet (DAVRAA); and
7. Facilitate the participation of Digos City delegation in the Palarong Pambansa.

Further, Angel V. Bisaga, Jr. shall handle the **Sports Program at the school level** and shall assist the Division Sports Coordinator as **Training Manager** in the conduct of higher sports meets.

These functions do not carry with it any additional remuneration nor priority in promotion.

This Memorandum shall take effect immediately, unless sooner revoked by the Approving Authority.

For information, guidance, and compliance.

RECORDS SECTION
RELEASED
DATE: DEC 14 2023 TIME: 4:08 pm
BY: [Signature]

[Signature]
MELANIE P. ESTACIO, PhD, CESO VI
OIC - Schools Division Superintendent [Signature] 12/14/23



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