



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



December 20, 2023

**MEMORANDUM**

**TO: FRANCIS JUDE D. ALCOMENDRAS, JD, MPA**  
Administrative Officer V

In the exigency of the service and while the undersigned will be on Official Business and Leave of Absence, tomorrow, December 21, 2023, and Friday, December 22, 2023, respectively, 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

**FRANCIS JUDE D. ALCOMENDRAS, JD, MPA**  
Administrative Officer V  
Officer-In-Charge

For your guidance and compliance.

Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
DATE: DEC 21 2023 TIME: 9:20 AM  
BY: *[Signature]*

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