



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2024- 020

To : Public Schools District Supervisors
School Heads of Private and Public Schools
Selected School Paper Advisers

Subject : **Orientation of Proctors and TWG for the Division Schools Press Conference 2024**

Date : January 19, 2024

In preparation for the Division Schools Press Conference 2024, Journalism Focal of DepEd Digos City will conduct an orientation to DSPC proctors and TWG to ensure smooth and hassle-free conduct of the Division Schools Press Conference 2024 on January 25-27, 2024, at Ramon Magsaysay Central Elementary School.

Identified proctors for the DSPC 2024 are directed to attend the said orientation on January 23, 2024, at the Digos City National High School- Audio Visual Room at 1:00PM. (Refer to DM_CID_2024_015)

The orientation aims to provide final instructions specifically:

- a. on the arrangement of seats per contestant.
- b. in documenting the identity of every contestant/school and event it represented.
- c. in the distribution of contest material and
- d. in the retrieval of campus journalist's article output.

All expenses incurred relative to the attendance of the orientation shall be charged against school/local funds and other sources of funds, subject to the usual accounting and auditing rules and regulations.

For information and compliance.

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

Enclosed: As stated,

CID/LR/lts

DepEd Schools Division of Digos City
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