



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2024- 021

To : ALL CONCERNED PERSONNEL

Subject : TURN OVER CEREMONY OF ASDS BASILIO P. MANA-AY, JR.
AS ASDS OF THE DIVISION OF PANABO CITY

Date : 19 January 2024

This in relation to the Regional Memorandum No. AD-2024-011 with the Subject: *“Reassignment of Assistant Schools Division Superintendents and Designation as Officer-in-Charge of the Office of the Assistant Schools Division Superintendent”* issued by Director IV Allan G. Farnazo on January 16, 2024 indicating that Assistant Schools Division Superintendent Basilio P. Mana-ay, Jr. shall be assigned at the Division of Panabo City and their new Assistant Schools Division Superintendent.

The turn-over ceremony will be on January 22, 2024 (Monday) in the morning. To show our gratitude and support to our beloved ASDS Basilio P. Mana-ay, Jr., the following personnel are enjoined to go to the Division of Panabo City to witness the occasion, to wit:

- | | | |
|---------------------------------|-------------------------|-----------------------|
| 1. Beverly S. Daugdaug | 16. Aimee Amor C. Porto | 31. Claire Moral |
| 2. Ida I. Juezan | 17. Juvic Sucayre | 32. Evangeline Marata |
| 3. Jem Boy B. Cabrella | 18. Julius Castañares | |
| 4. Joan M. Niones | 19. Rizza Villaluna | |
| 5. Sollie B. Oliver | 20. Elizabeth R. Bueron | |
| 6. Irene P. Dandoy | 21. Aldin J. Barsalote | |
| 7. Ronald B. Dedace | 22. Juvy Salise | |
| 8. Airon M. Alejandro | 23. Edsel Nacua | |
| 9. Neptune L. Tambilawan | 24. Merylyn T. Salboro | |
| 10. Noreliza A. Misal | 25. Joel Cartajena | |
| 11. Catherine M. Donceras | 26. Rex c. Sayson | |
| 12. Francis Jude D. Alcomendras | 27. Norweda Hairil | |
| 13. Myhrra Faye Llanos-Balingit | 28. Jerwin Granada | |
| 14. Haydee B. Escalona | 29. Inda Nacua | |
| 15. Aleli M. Chiong | 30. Mario Andales | |

The bus of the Digos City National High School shall be used to ferry personnel who are not using their personal vehicles. The assembly time will be at 6:30 o'clock in the morning and departure time at 7:00 o'clock in the morning as we are expected to be in the Division of Panabo City at 10:00 o'clock in the morning. We will be wearing the new polo shirt colored purple and white.

The travel and other incidental expenses shall be charged to local funds, subject to the usual accounting rules and regulations.

For immediate dissemination and strict compliance.

Schools Division of Digos City
RECORDS SECTION

RELEASED
24-115530

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



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