



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



03 January 2024

**MEMORANDUM**

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

In the exigency of the service and while the undersigned will be on Home Visit on January 4 and 5, 2024, 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.

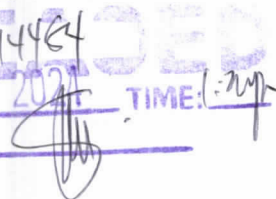
Policy determining matters and promotion, transfer, hiring and deployment of personnel shall be held in abeyance until the return of the undersigned. Financial and other important matters shall be referred through text or call.

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  
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26-114484  
DATE: JAN 03 2024 TIME: 1:20 PM  
BY: 

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