



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

**Office of the Schools Division Superintendent**

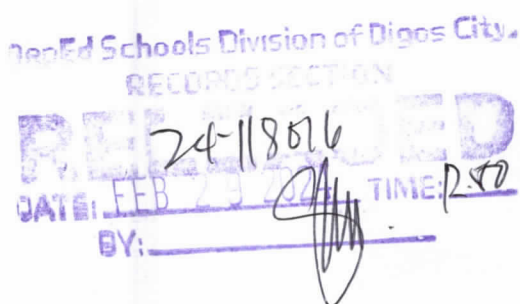
**UNNUMBERED MEMORANDUM**

**April 3, 2023**

**DESIGNATION ORDER**

To: **RENIL R. CONCOLES**  
Job Order - Driver

1. In the exigency of the service and in addition to your current duties and functions, the undersigned hereby **designates** you as **CHAUFFEUR**.
2. Your duties and responsibilities as Chauffeur include the following:
  - a. Drives the service vehicle of the SDS to destinations as directed by the SDS/ASDS or through the Administrative Assistant.
  - b. Provides assistance to the SDS/ASDS during their local travels (e.g. perusing the completeness of ferried documents for appropriate action, taking of photos and MOVs, and all necessary and related support needed.)
  - c. Keeps the service vehicle in good condition and performs trouble shooting and maintenance activities as needed.
  - d. Recommends repair or replacement of damaged parts to General Services unit and follows up to ensure vehicle serviceability at all times.
  - e. Prepares/Encodes fuel and oil consumption and distance traveled and submits report to General Services.
  - f. Bring memos and documents to offices as assigned by the office of Administrative Assistant.
  - g. Photocopy documents as needed.
  - h. Receives and records in logbook documents addressed to the office and turnover such to the Administrative Assistant.
  - i. Records and releases documents for other offices as instructed by the Administrative Assistant.
  - j. Answers telephone calls within 3 rings and refer the caller to the proper office or staff or take down the messages and relay to the proper office or staff.
3. For your information and compliance.



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