



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-2024-086

To: **FRANCIS JUDE D. ALCOMENDRAS**
Administrative Officer V

Subject: **DESIGNATION ORDER**

Date: February 13, 2024

1. In the exigency of service, and while the Assistant Schools Division Superintendent Maria Genevieve T. Francisquete, is on Official Travel Abroad. Starting April 11, 2024 to April 19, 2024, you are hereby designated to act on her behalf, specifically:

- Sign all documents on behalf of the Assistant Schools Division Superintendent, as reflected below:

For and in the absence of the
Assistant Schools Division Superintendent

FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V
Officer-In-Charge

- Approve Official Local Travels for destinations within the Division
 - Recommend approval of Project Proposals / Project Designs
 - Recommend approval of Training Activity Plan / Training Needs Assessment
 - Recommend approval of Work and Financial Plans
 - Recommend approval of Annual Improvement Plan (AIP), APP-CSE, APP-GPPB and PPMP
 - Approve Monthly Report of Tardiness
 - Recommend approval of Report on Physical Count of Inventories
 - Act on communications routed from Office of the Schools Division Superintendent
 - Coordinate the ASDS on matters which involve policy-determining concerns
 - Such other duties and functions of the Assistant Schools Division Superintendent that will be delegated by the Schools Division Superintendent.
2. Such designation shall be effective immediately unless appropriately revised or revoked by a competent authority thru order / memorandum, or upon the reinstatement of the Assistant Schools Division Superintendent.

3. For your information and guidance.

Schools Division of Digos City
RECORDS SECTION

RELEASED
24-117004

DATE: FEB 14 2024 TIME: 10:18 AM
BY: [Signature]

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