



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024- 57b

To : **JOSE ISRAEL MARAVILLES**

Subject : **DESIGNATION AS SDO FOCAL PERSON FOR SCHOOL TITLING**

Date : September 05, 2024

This Office hereby designates you as the focal person for the abovementioned program.

As such, you are expected to:

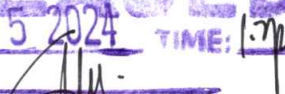
- a. coordinate with the Schools In-Charge for the gathering of school documents needed for school sites titling;
- b. help expedite and avoid backlogs relating to school titling concerns;
- c. coordinate with the Legal Officer in all tasks relative to the survey, titling and monitoring of school sites;
- d. present and submit reports relative to school sites titling required by offices at all level of governance; and
- e. do other related tasks.

For information and compliance.


MELANIE P. ESTACIO, Ph.D, CESO VI
Office of the Schools Division Superintendent

SGOD/initial

DepEd Schools Division of Digos City
RECORDS SECTION

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DATE: SEP 05 2024 TIME: 1:37
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📘 DepEd Digos City

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