



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**  
**DIVISION MEMORANDUM**  
SGOD-2024-540

To : Elizabetha R. Bueron, Principal IV-DICNHS  
Mylene G. Samonte, Principal I-DMMES  
Noba Rubion, Principal II- KNHS  
Ferdinand C. Magdadaro- PDO I

Subject : FINALIZATION OF THE 2024 DIVISION RESEARCH JOURNAL,  
"KAPLAG"

Date : September 10, 2024

In reference to the attached Division Memorandum SGOD-2024-465, re: "2024 Digos City Division Research Forum Working Committees", this Office informs the personnel mentioned below to attend in the finalization of the journal, "Kaplag" at the Schools Division Office on September 11 & 12, 2024, 8:00 AM.

The participants are the following:

1. Ferdinand C. Magdadaro- PDO I
2. Jay Mark Alocelja, T III
3. Lee Wilson Precellas, T I
4. Marlou Samontina, T I
5. Jayffer Sartorio, T III
6. Kremia Katrina C. Thiam- MT I

School Heads of the selected teachers shall ensure that all classes will be taken care of in adherence to Regional Memorandum No. 12, s.2023 entitled: "Regional Policy Guidelines in the Substitution of Classes and Grant of Service Credits". Travel and other incidental expenses shall be charged against local funds subject to the existing accounting and auditing rules and regulations.

For information, guidance, and compliance.

JepEd Schools Division of Digos City  
RECORDS SECTION  
**RECEIVED**  
24-125370  
GATE: SEP 10 2024 TIME: 1:17pm

  
**MELANIE R. ESTACIO, PhD, CESO VI**  
OIC- Schools Division Superintendent

Enclosed: As stated  
SGOD/PR/mbr



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines  
**Department of Education**  
 DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**  
**DIVISION MEMORANDUM**

SGOD-2024-465

To : CID and SGOD Chiefs  
 Education Program Supervisors  
 Public Schools District Supervisors  
 School Heads and Teachers of Public  
 Elementary and Secondary Schools  
 All Others Concerned

Subject : 2024 DIGOS CITY DIVISION RESEARCH FORUM WORKING  
 COMMITTEES

Date : August 7, 2024

In reference to the attached, DepEd Order No. 16 s.2017, re: "Research Management Guidelines", this Office cognizes the crucial part of utilization and dissemination item of the division research findings. Thus, this office will be conducting the 2024 Digos City Division Research Forum Cum Launching of the Division Research Journal "**Kaplag**" on September 27, 2024.

In preparation for the event, working committees are hereby created (Annex 1), their schedules (Annex 2), and their tasks (Annex 3) defined. Since some of the schedules of meeting and preparation fall on weekends, committee members are entitled to Compensatory Overtime Credits or Vacation Service Credits for service rendered pursuant to DepEd Order 53, series of 2003, "Updated Guidelines on the Grant of Service Credits", and DepEd Order 5, s. 2024, "Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Workload".

School Heads of the selected teachers shall ensure that all classes will be taken care of in adherence to Regional Memorandum No. 12, s.2023 entitled: "Regional Policy Guidelines in the Substitution of Classes and Grant of Service Credits". Travel and other incidental expenses shall be charged against local funds subject to the existing accounting and auditing rules and regulations.

For information, guidance, and compliance.

For and in the absence of the  
 Schools Division Superintendent

DepEd Schools Division of Digos City,  
 RECORDS SECTION

**RELEASED**  
 DATE: AUG 08 2024 TIME: 2:41 PM  
 BY:

**MARIA GENEVIEVE T. FRANCIS QUETE, CESO-VI**  
 Asst. Schools Division Superintendent  
 Officer-In-Charge

Enclosed: As stated.  
 SGOD/PR/mbr



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