



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024-689

To : **MARK CASTAÑARES**
Administrative Officer II

Subject : **DESIGNATION ORDER AS ALTERNATE FOCAL OF THE DIVISION
DRRM COORDINATOR**

Date : October 10, 2024

In the exigency of service, you are hereby designated as the Alternate Focal of the Division DRRM Coordinator.

As such, you are expected to:

1. prepare the WFP, PPMP and other related documents relative to the fiscal management
2. encode in the PMIS the WFP and accomplishments of DRRM
3. prepare procurement documents
4. do other related tasks.

This memorandum shall take effect immediately upon issuance unless appropriately revised or revoked by a competent authority through a memorandum.

For information and compliance.

MELANIE P. ESTACIO
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED

DATE: NOV 05 2024 TIME: 8:00am

BY: _____

Enclosed: As stated.
SGOD/cab



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