



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

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**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2024- 751

To : **PETER-JASON C. SENARILLOS**  
Senior Education Program Specialist  
Division Sports Officer

**ANGEL V. BISAGA, JR**  
Education Program Supervisor  
Division Assistant Sports Officer/Training Manager

Subject : **DESIGNATION ORDER**

Date : November 13, 2024

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In addition to your duties and responsibilities as Senior Education Program Specialist and Education Program Supervisor respectively, you are hereby designated as **Division Sports Officer** and **Division Assistant Sports Officer**. With this, you shall have the following duties and responsibilities:

1. Draft proposals for the conduct of sports activities and submit to the Local School Board (LSB) for the approval of the Special Education Fund (SEF) budget;
2. Conduct Division sports clinic/refresher course for Tournament Managers and Coaches;
3. Coordinate with the Regional Sports Officer;
4. Facilitate the conduct of Digos City Athletic Association Meet;
5. Conduct in-house training of student athletes in preparation for Davao Region Athletic Association Meet (DAVRAA);
6. Facilitate the participation of Digos City delegation in the Davao Region Athletic Association Meet (DAVRAA); and
7. Facilitate the participation of Digos City delegation in the Palarong Pambansa.



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



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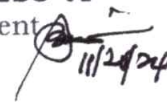
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Further, Angel V. Bisaga, Jr. shall handle the Sports Program at the school level and shall assist the Division Sports Coordinator as Training Manager in the conduct of higher sports meets.

These functions do not carry with it any additional remuneration nor priority in promotion.

This Memorandum shall take effect immediately, unless sooner revoked by the Approving Authority.

For your information and guidance.

  
**MELANE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent 

DepEd Schools Division of Digos City  
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