



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-061

To : Chiefs, CID & SGOD
Division Sports Management Team
All others concerned

Subject : **OCULAR INSPECTION AT DON RICARDO BRIZ ELEMENTARY SCHOOL AS BILLETING QUARTERS OF DIGOS CITY FOR THE 2025 DAVRAA MEET**

Date : February 4, 2025

The following personnel are hereby directed to conduct ocular inspection on February 13, 2025, at Don Ricardo Briz Elementary School, Tagum City, as part of the preparations for the 2025 Davao Region Athletic Association (DAVRAA) Meet:

NAME	POSITION	ASSIGNMENT
1. Sollie B. Oliver, JD, MATE	Chief ES, SGOD	Execom
2. Eleser D. Mateo	PSDS	Assistant DSO
3. Ronald B. Dedace	SEPS	Chair, Food Committee
4. Jerick S. Vergara	Engineer III	Physical Facilities Coor.
5. Jayzon T. Cardines	PDO II	DRRM Focal
6. Juvy P. Salise	School Head	Chair, Billeting Quarters
7. Melvin T. Sabio	Master Teacher III	Chair, Venue Preparation
8. Joel B. Gomito	Nurse II	HNU

The team shall survey the school facilities in order to set-up the billeting areas, mess hall, kitchen, and rooms for the delegation members and support staff, among others.

It is advised that the caterer shall also be informed to join the ocular visit.



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



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Travel, meals, and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

For guidance and compliance.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent *ME*

Schools Division of Digos City
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