



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2025- 275

To : REYZEN O. MONSERATE  
Senior Education Program Specialist – SMM&E

CECILE C. UY  
Education Program Specialist – SMM&E

Subject : INVITATION AS VISITOR AND GUEST SPEAKER OF ANANDA MARGA  
SPECIAL ACADEMIC INSTITUTION

Date : April 24, 2025

This has reference to the request of Ananda Marga Special Academic Institution on their conduct of Graduation Ceremony, this Office directs Mr. Reyzen O. Monserate and Ms. Cecile Uy to attend the said event on April 25, 2025 (1:00 PM) at Gmall of Digos, Tres De Mayo, Digos City.

The concerned Division personnel shall be on OFFICIAL TIME.

For information and compliance.

*Melanie E. Estacio*  
**MELANIE E. ESTACIO, PhD, CESO VI** 04-25-25  
Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION

**RECEIVED**  
DT-70789  
DATE: APR 25 2025 TIME: 1:00 PM  
BY: \_\_\_\_\_

Enclosed: As stated.

SGOD/ROM



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



ANANDA MARGGA SPECIAL ACADEMIC INSTITUTION

School ID #: 466503

Office of the School Administrator

April 24, 2025

**DR. MELANIE P. ESTACIO, CESO VI**

Schools Division Superintendent

Department of Education – Digos City

Dear Dr. Estacio,

Greetings of peace and excellence in education!

I hope this letter finds you well. In line with our forthcoming Graduation Ceremony this coming April 25, 2025, 1:00 pm at GMall of Digos, Tres De Mayo Digos City, we are humbly requesting the presence and participation of the following SDO personnel as our visitor and guest speaker:

1. **Ms. Cecile C. Uy, EPS II, SMM&E, SGOD**
2. **Mr. Reyzen O. Monserate, SEPS, SMM&E, SGOD**

We believe their presence will inspire our graduates and give more meaning to the culmination of their academic journey. We are also respectfully requesting their authority to certify our graduates during the ceremony.

Hoping for your kind consideration and favorable response to this request. For clarification and concern you can wire us at (082) 237-3788 / 0930-519-3018

Thank you very much and more power!

Respectfully yours,

  
THI HAI TRAN

School Administrator

Ananda Marga Special Academic Institution



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