

Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

Division Memorandum


OSDS-2025- 143

To : FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V

Subject: Designation Order

Date : May 15, 2025

1. In the exigency of the service, you are hereby designated to handle the following legal-related functions in lieu of **Atty. Clarisse Joy C. Arnaez-Llaban**, who will be on official business from **May 23 - 29, 2025**, in connection with her participation in the **2025 Palarong Pambansa** to be held in **Laoag City, Ilocos Norte**.
2. As such, you will be working on various legal matters, limited to wit:
 - Issuance of Certificate of No Pending Case
 - Signing of clearances in relation to leave forms
 - Signing of Provident Fund Loan documents
3. This Designation Order shall take effect upon assumption of the assignment/task and shall remain valid until revoked by the Schools Division Superintendent.
4. For strict compliance.


MELANIE V. ESTACIO, PH. D, CESO VI
Schools Division Superintendent

DepEd Schools Division of Digos City

RECORDS SECTION

REL 
DATE: 15 MAY 2025 TIME: 5:16
BY: 

Enclosed: As stated.

