



Republic of the Philippines
Department of Education
 DIGOS CITY DIVISION



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025-741

To : CID Chief
 Education Program Supervisor Concerned (MAPEH)
 Public Schools District Supervisors
 Secondary and Elementary School Heads
 Teachers Concerned

Attention:

Marlou G. Samontina
 Teacher III
 Kapatagan National High School

Jay Mark Alocelja
 Master Teacher I
 Don Mariano Marcos Elementary School

Subject : SCHEDULE OF EDITING AND PARTICIPATION FOR THE OPENING SALVO
 OF THE 25TH ARAW NG DIGOS CITY

Date : August 12, 2025

In reference to the letter from the City Mayor, Hon. Josef F. Cagas re: **Schedule of Editing and Participation for the Opening Salvo of the 25th Araw ng Digos City**, this Office enjoins Mr. Marlou G. Samontina, Teacher I of Kapatagan National High School and Jay Mark Alocelja, Master Teacher I of Don Mariano Marcos Elementary School to participate in said activity on August 13-15, 2025 at CIO Office and Rizal Park from 8:00 am-5:00 pm.

The teachers-participant shall adhere to the policy on “No Disruption of Classes” as per DepEd Order No. 9, s. 2005 entitled “Institutionalizing Measures to Increase Engaged Time-on-task and Ensuring Compliance Therewith”. School heads involved is expected to make necessary arrangements ensuring that classes handled by Mr. Samontina and Mr. Alocelja will be taken care of by other teachers.

For dissemination and compliance.

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

DepEd Schools Division of Digos City
 RECORDS SECTION

Enclosed: As stated.

CID/avb

RELEASED
 DATE: AUG 12 2025 TIME: 3:24 PM



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



Republic of the Philippines
Province of Davao del Sur
CITY OF DIGOS



August 11, 2025

MELANIE P. ESTACIO, CESO VI
Schools Division Superintendent
DepEd Schools Division of Digos City

Dear Madame:

Greetings!

The City Government of Digos will celebrate its **25th Founding Anniversary** and momentous activities from **August 15-September 8** have been scheduled to commemorate such milestone.

Preparations are underway and for this, on **AUGUST 13-14, 2025**, we request the **media expertise** of individuals mentioned hereunder, whose editing skills are needed for the preparation of a video presentation on the 25-year history of Digos as a city, to wit:

JAY MARK ALOCELJA
MARLOU SAMONTINA

Don Mariano Marcos Elementary School
Kapatagan National High School

May this request of ours be granted a positive response from your end. We remain always confident of your partnership with the City Government in the success of the 25th ARAW NG DIGOS celebration.

May the Good Lord bless us in all our undertakings!

Sincerely yours,


Hon. JOSEF F. CAGAS, RN JD
City Mayor

8/11/25



Republic of the Philippines
Province of Davao del Sur
CITY OF DIGOS



August 11, 2025

MELANIE P. ESTACIO, CESO VI
Schools Division Superintendent
DepEd Schools Division of Digos City

Dear Madame:

Greetings!

The City Government of Digos will celebrate its **25th Founding Anniversary** and momentous activities from **August 15-September 8** have been scheduled to commemorate such milestone.

Preparations are underway and for this, on **AUGUST 15, 2025** during **OPENING SALVO** of the month-long celebration of Araw ng Digos City, we request the **media expertise** of the following:

JAY MARK ALOCELJA

MARLOU SAMONTINA

THONVER SAMPAGA

Don Mariano Marcos Elementary School

Kapatagan National High School

Kapatagan National High School

May this request of ours be granted a positive response from your end. We remain always confident of your partnership with the City Government in the success of the 25th ARAW NG DIGOS celebration.

May the Good Lord bless us in all our undertakings!

Sincerely yours,


Hon. JOSEFF F. CAGAS, RN JD
City Mayor

jsf