



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025-75

To : CID Chief
Education Program Supervisor Concerned (MAPEH)
Public Schools District Supervisors
School Head of Don Mariano Elementary School
Teacher Concerned

Attention:

Jay Mark Alocleja
Master Teacher I
Don Mariano Elementary School

Subject : PREPARATION OF ARAW NG DIGOS CULMINATION PROGRAM VIDEO
PRESENTATION

Date : August 20, 2025

In reference to the letter from the City Mayor, Hon. Josef F. Cagas re: **Preparation of Araw ng Digos Culmination Program Video Presentation**, dated August 18, 2025, this Office enjoins Mr. Jay Mark Alocelja, Master Teacher I of Don Mariano Elementary School to participate in said activity on August 22, 2025 at the Office of City Councilor Liza M. Cagas, 3rd Floor, New City Hall from 8:00 am-12:00 pm.

The teacher-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 head involved is expected to make necessary arrangements ensuring that classes handled by Mr. Alocelja will be taken care of by other teachers.

For dissemination and compliance.

For and In the Absence of Schools Division Superintendent

PETER JASON C. SENARILLOS

Senior Program Specialist
Officer-In-Charge

DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED
75-71177

DATE: AUG 20 2025 TIME: 4:17pm

Enclosed: As stated.

CID/avb



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



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



August 18, 2025

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

Dear Madame:

Greetings!

The City Government of Digos is currently preparing for the much-anticipated celebration of the **25th ARAW NG DIGOS CITY** and activities have been slated to commemorate such milestone.

For this, we request the following individuals mentioned hereunder to attend a **meeting** on **AUGUST 22, 2025, 8:00 AM to 12:00 PM**, at the **Office of City Councilor LIZA M. CAGAS, 3rd Floor, New City Hall**, for the **PREPARATION OF ARAW NG DIGOS CULMINATION PROGRAM VIDEO PRESENTATION**, to wit:

ANGEL V. BISAGA Jr.
JAYMARK ALOCELJA

EPS-DepEd Digos City Division
Don Mariano Marcos Elementary School

May this request of ours be granted a positive response from your end. We are always confident of your partnership with the City Government in the success of the 25th Araw ng Digos City celebration.

Thank you very much!

Truly yours,


Hon. JOSEF E. CAGAS, RN JD
City Mayor