



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



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025- 787

To : CLARENCE S. PILLERIN
Public Schools District Supervisor

Subject: **DESIGNATION ORDER AS DIVISION COORDINATOR FOR STRATEGIC IMPLEMENTATION OF THE BEHAVIOR RESPONSE & FORMATION UNIT (LBRFU)**

Date : August 29, 2025

In the exigency of the service, you are hereby designated as Division Coordinator for Strategic Implementation of the Behavior Response and Formation Unit.

As such, and in addition to your inherent duties and responsibilities as Public Schools District Supervisor, you are to fulfill all attaching and intervening responsibilities as follows:

- Provide strategic leadership and supervision in the planning, implementation, monitoring, and evaluation of the program.
- Ensure smooth coordination and harmonization of efforts among the four core units: Guidance Unit, Legal Unit, Youth Formation Unit, and Edukasyon sa Pagpapakatao (EsP) Curriculum Integration Unit.
- Oversee case management, monitoring, and division-wide implementation of interventions.
- Ensure alignment of interventions with existing policies, laws, and child protection protocols.
- Ensure timely reporting on any significant incidents or threats to learner welfare occurring within school premises.
- Do other related tasks.

This designation order does not carry with it any additional remuneration nor priority for promotion and subject to recall when deemed necessary.

This order takes effect immediately and shall be valid until appropriately revoked or rescinded through a subsequent memorandum.

For compliance.

Schools Division Office of Digos City

RECORDS SECTION

RELEASED
DATE: SEP 03 2025 TIME: 1:00 PM

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

AUG 29 2025

cc: SGOD Chief - Solite B. Oliver
Legal Unit - Atty. Clarisse Joy Arnaez Liaban
CID EsP Unit - Inda B. Nacua

Guidance Unit - Rofelia T. De Mesa
Learner Right & Protection- April Rose A. Alcala



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