



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2025-751

To : **ATTY. CLARISSE JOY C. ARNAEZ-LLABAN
PETER JASON SENARILLOS
AIRON ALEJANDRO
ENGR. JERICK VERGARA**

Subject : **ATTENDANCE TO THE CONFERENCE FOR THE
DISCUSSION FOR REVIEW OF THE MEMORANDUM OF
AGREEMENT (MOA)**

Date : **November 18, 2025**

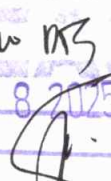
In line with the letter request dated November 14, 2025 of Nelson L. Artigas, Barangay Kagawad and Chairman of the Committee of Education, you are hereby directed to attend the conference to be conducted by the **Barangay Government of Kapatagan** on **November 19, 2025** at **9:00 am** at the **Principal's Office of Kapatagan National High School, Purok 2, Mt. Apo, Kapatagan, Digos City**. This is regarding the discussion for review of the **MOA** to be entered into by the Barangay Government of Kapatagan, represented by the Barangay Captain, Juanito O. Morales, Sr., and the Department of Education, represented by the Schools Division Superintendent of Digos City.

The transportation expenses shall be charged to local funds.

For your information and strict compliance.


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

Enclosed: As stated.

RECEIVED
SCHOOLS DIVISION OF DIGOS CITY
RECORDS SECTION
DATE: NOV 18 2025 TIME: 7:00 PM
BY: 





Republic of the Philippines
Province of Davao del Sur
City of Digos
BARANGAY OF KAPATAGAN

OFFICE OF THE PUNONG BARANGAY

November 14, 2025

MELANIE P. ESTACIO, Ph.D

OIC-City Schools Division Superintendent
Department of Education
Roxaz Coner Lopez Jaena Streets, Brgy. Zone-2
Digos City, Davao del Sur

Subject: Request for Your Presence in a Conference on Nov. 19, 2025

Dear Ma'am Estacio,

Greetings of peace and respect.

I am respectfully requesting your presence in a conference scheduled on **November 19, 2025** at 9:00 A. M. to be held in Principals' Office of Kapatagan National High School, Purok 2 Mt. Apo, Kapatagan, Digos City regarding the discussion and review of the **Memorandum of Agreement (MOA)** entered into by the **Barangay Government of Kapatagan**, represented by **Punong Barangay Juanito O. Morales, Sr.**, and the **Department of Education**, represented by your good office.

The purpose of the conference is to ensure a clear and unified understanding of the provisions stated in the MOA and to strengthen coordination between the barangay and the Department of Education in its implementation. Your guidance and expertise will be of great value in clarifying essential matters and ensuring the success of our collaborative efforts.

We sincerely hope for your favorable response to this request. Your presence will greatly contribute to the effective and harmonious execution of our shared commitments.

Thank you very much, and we look forward to your positive consideration.

Respectfully yours,

NELSON L. ARTIGAS

Barangay Kagawad
Com. Chairman in Education

Received: _____

Date: _____



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