



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025- 658

To : Assistant Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors
Education Program Supervisors
All Other Division Personnel
School Heads
Selected Teachers

Subject : **ATTENDANCE TO THE BLESSING AND INAUGURATION OF THE
DIGOS CITY DIVISION LIBRARY HUB**

Date : December 17, 2025

This is to formally notify the following DepEd personnel that attendance is mandatory for the blessing and inauguration of the DepEd Digos City Library Hub scheduled for December 22, 2025, at 8:30 a.m., to wit:

- a. Assistant Schools Division Superintendent
- b. CID and SGOD Chiefs
- c. Public Schools District Supervisors
- d. Education Program Supervisors
- e. All Other Division Personnel
- f. School Heads

Attendees are requested to wear Filipiniana attire as part of the event's cultural theme.

The following teaching personnel are hereby assigned to specific committees and shall commence preparations on December 21, 2025, to ensure order and coordination during and after the activity.

Food Committee	Decoration Committee
Iname Romitman Denise Imari Casilac Gina Pausal Hazel Anne Cahiles	John Milan Michael Timtim Dennis Camanzo Marlon Mercader Diosa May Torrefiel

Further, service credits and compensatory time-off shall be granted to the selected teachers in accordance with DepEd Order 53, s. 2003 entitled: Updated Guidelines on the Grant of Vacation Service Credits to Teachers and Compensatory Time-Off (CTO) as per Civil Service Commission (CSC) and Department of Budget



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



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and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered on Saturday, Sunday or holiday.

Immediate dissemination and compliance of this Memorandum is desired.

For and in the absence of the
Schools Division Superintendent

MARIA GENEVIEVE T. FRANCISQUETE, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge

Enclosed: As stated,
CID/LR/lts

Schools Division of Digos City
RECORDS SECTION

RELEASED

DATE: DEC 18 2025 TIME: 8:15 AM

BY: _____



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