



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-817

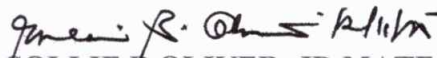
To : **DAISSY JANE P. SANJOY, RN**
Division Nurse/Nurse II

Subject : **DESIGNATION AS OFFICER-IN-CHARGE OF THE HEALTH AND NUTRITION UNIT**

Date : December 10, 2025

1. In view of the approved leave of Micah A. Fuentes, MD. Medical Officer III on December 11-12, 2025, you are hereby directed to act as Officer-In Charge of the Health and Nutrition Unit.
2. As such, you are authorized to sign all paper/documents in behalf of the Medical Officer and to represent her when needed.
3. This memo will take effect immediately and will be revoked once the Medical Officer will resume to work.
4. For information and strict compliance.

For and in the absence of the Schools Division Superintendent:


SOLLIE B. OLIVER, JR. MATE
Chief ES-SGOD
Officer-In-Charge

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED

SGOD/HNU/MAF

DATE: DEC 11 2025 TIME: 2:00 PM
BY: 



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