



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2026-148

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

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

Date : March 17, 2026

1. In view of the approved leave of **MICAH A. FUENTES, MD** – Medical Officer III on **March 23-27, 2026**, 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 then Medical Officer will resume to work.
4. For strict compliance.

*Melanie P. Estacio*  
**MELANIE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent

*3/17/26*

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
DATE: 18 MAR 2026 TIME: 2:07P  
BY: *[Signature]*

MAF-HNU/SGOD



📍 Roxas Street corner Lopez Jaena Street, Zone II, Digos City (8002)  
☎ (082) 553-8375; (082) 553-8396  
📘 DepEd Digos City  
🌐 [depeddigocity.org](http://depeddigocity.org)





Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

RECEIVED  
 MAR 04 2026  
 TIME 7:05  
 03210  
 70220

**2nd Indorsement**  
 March 02, 2026

Respectfully returned to **Melanie P. Estacio**, Schools Division Superintendent, Division of Digos City, approving the herein request for personal foreign travel to Taiwan of *Micah A. Fuentes*, Medical Officer III, School Governance and Operations Division, Health and Nutrition Section, that Division, from March 22 to 27, 2026, on the condition that no government funds shall be used for the purpose and that her travel shall not adversely affect the services in her section and provided further that she will not seek employment during the visit, in which case she should tender her resignation.

It is understood that this request already underwent review by the Division Office which this was coursed through.

**ALLAN G. FARNAZO**  
 Director IV

Re: Micah A. Fuentes  
*Approved request for travel abroad*

Enclosed: As stated.

ROA6/PS/jja

No.2026-0945

DEPARTMENT OF EDUCATION ROX  
 RECORDS SECTION  
**RELEASED**

By:   
 Date: MARCH 03, 2026 Time: 1200 PM



Address: F. Torres St., Davao City (8000)  
 Telephone Nos.: (082) 291-0051  
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 Website: www.depedroxi.ph







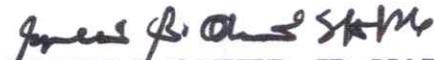
Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DIGOS CITY

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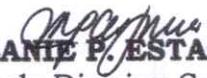
**CERTIFICATION**

This is to certify that the workload of **MICAH A. FUENTES, MD**, Medical Officer III, will be taken care of by **DAISSY JANE P. SANJOY, RN**, Nurse II (Division Nurse), during the duration of his vacation leave of absence on March 22-27, 2026.

Recommending Approval:

  
**SOLLIE B. OLIVER, JD, MATE**  
Chief Education Supervisor – SGOD

APPROVED:

  
**MELANIE F. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent 