



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



May 15, 2024

MEMORANDUM

TO: **MARIA GENEVIEVE T. FRANCISQUETE, CESO VI**
Asst. Schools Division Superintendent

In the exigency of the service and while the undersigned will be on Personal Travel beginning November 18, 2024 to November 22, 2024, you are hereby designated as Officer-In-Charge of the Schools Division of Digos City.

As such, you are authorized to undertake the following functions:

1. Approve travel requests of school officials within the Division to the Regional Office.
2. Act and sign all routine matters, inter-office correspondence and indorsement to the Regional Office.
3. Coordinate with the school administrators in the operation of schools provided that the appertaining issuances thereof are strictly observed.
4. Update the Schools Division Superintendent of the important concerns.

Policy determining matters and promotion, transfer, hiring and deployment of personnel shall be held in abeyance until the return of the undersigned. Financial and other important matters shall be referred through text or call.

Thus, the following complimentary clause shall appear in all issuances for dissemination.

For and in the absence of the
Schools Division Superintendent

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

For your guidance and compliance.



Melanie P. Estacio
MELANIE P. ESTACIO, Ph.D., CESO VI
OIC - Schools Division Superintendent