ATTENDANCE TO THE INSTALLATION CEREMONY OF THE NEW SCHOOLS DIVISION SUPERINTENDENT

To: Division Chiefs  
   Education Program Supervisors  
   Public Schools District Supervisors  
   Elementary & Secondary/SHS School Heads including the SICs/OICs of Extension and Annexes Classes  
   DiCNHS Department Heads  
   Schools Division Office Personnel

1. This is to inform the field that the Installation Ceremony of the new Schools Division Superintendent will be on July 25, 2017 (Tuesday) at Ramon Magsaysay Central Elementary School, Digos City. The program will start at 9:30 AM.

2. The following are the expected participants to this activity: Division Chiefs, Education Program Supervisors, Public Schools District Supervisors, Secondary and Elementary School Heads including SICs/OICs of Extension and Annexes, and selected Division Office Personnel.

3. Division Office units/sections handling frontline services are directed to ensure that somebody is left to take charge of their units/sections or of clients’ needs.

4. Attached is a copy of the details of the ceremony.

5. All attendees are enjoined to wear the Tuesday uniform.

6. Travel expenses shall be chargeable against School MOOE/local funds subject to the usual accounting and auditing rules and regulations.

7. For information, guidance and immediate dissemination.

BEVERLY S. DAUGDAUG, EdD  
Chief Education Supervisor  
Curriculum and Implementation Division  
Officer-In-Charge of Ed Schools Division of City

JUL 2, 2017

RBD-HRD
Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
553-8396/553-8376/553-9170/553-8375  
www.depdigoscity.org  
digos.city@deped.gov.ph
Venue: Ramon Magsaysay Central Elementary School
9:30 AM
July 25, 2017

INSTALLATION CEREMONY

LEADERSHIP

SCHOOL'S DIVISION OF Digos City
Department of Education
Region XII
Republic of the Philippines

INSTALLATION CEREMONY
THE WORKING COMMITTEE OF THE

Special Thank You: