DIVISION MEMORANDUM
No. 730, s. 2018

September 1, 2018

Designation as Office-in-Charge in the Office of the Alternative Learning System

To: ELVIE E. TIMON
EPS II-ALS

In the exigency of the service, you are hereby designated as Office-in-Charge in the Alternative Learning System Division effective September 4-6, 2018.

This has reference to the herewith attached memo of the attendance of Mr. Vicente C. Laburada, Jr., EPS-ALS to the Benchmarking on the above-mentioned date.

Hence, you are expected to perform the Duties and Responsibilities listed hereunder:

• Monitor the ALS learning sessions in three districts.
• Attend Division Staff Meeting (as required)
• Does other related works.

For proper guidance and compliance.

Winnie E. Batoon, EdD
Officer in Charge
Office of the Schools Division Superintendent

Elvie: “Designation as OIC in the ALS Office”
01 September 2018

Ends:
Div. Memorandum

References:
Div. Memo

To be indicated in the Perpetual Index under the following subjects:

SUBJECT: DESIGNATION

Division of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

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