Division Memorandum
Number 859, s. 2018

September 17, 2018

DESIGNATION OF OIC DIVISION COORDINATOR FOR PRIVATE SCHOOLS,
DIGOS CITY DIVISION

TO : ELESER dela Peña MATEO
Special Education Program Specialist M&E
Digos City Division

1. In view of the official leave of absence of Mrs. Helen A. Casimiro, PSDS/Division Private
   Schools Coordinator from November 23, 2018 to January 14, 2019, you are hereby
designated as Division Private Schools Coordinator, Digos City Division.

2. As such, you shall ensure the smooth coordination of the division to all private schools
   within the Schools Division of Digos City.

3. You shall undertake that all program implementations of the department are disseminated
   and carried out to private schools.

4. You shall coordinate with other heads of offices, district heads and this office, relative to
   the discharge of your functions.

5. Prepare and submit timely report/s as may be necessary and perform such other task/s
   and functions relative to the effective and efficient coordination with all private schools in
   the Division of Digos City.

For your proper guidance and compliance.

WINNIE E. BATON, EdD
Officer In-Charge
Office of the City Schools Division Superintendent

References: As Stated
To be indicated in the Perpetual Index under the following program/subject:
   Operations

Digos South District
September 10, 2018

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