DIVISION MEMORANDUM
No. MRT-1, s. 2018

October 22, 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 October 22-29, 2018 and November 5-11, 2018.

This has reference to the herewith attached memo of the attendance of Mr. Vicente C. Laburada, Jr., EPS-ALS to the "Instructional Leadership Program for Division and District Supervisors (ILDP-DDDS)" 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, Ed.D.
Office in Charge
Office of the Schools Division Superintendent