DIVISION MEMORANDUM
No. 034, s. 2019

January 10, 2019

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 January 15-18, 2019.

This has reference to the herewith attached memo of the attendance of Mr. Vicente C. Laburada, Jr., EPS-ALS to the Division Roll-Out Workshop on Management Information System (PMIS)-Phase 2 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

Ends: Regional Memorandum
References: Regional Memo 230 s. 2018
To be indicated in the Perpetual Index under the following subjects:
SUBJECT: DESIGNATION
Elvie: “Designation as OIC in the ALS Office”
10 January 2019