



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 790, 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
WINNIE E. BATON, EdD
Officer in Charge
Office of the Schools Division Superintendent

DepEd Schools Division Office of Digos

RELEASED

date: 04 SEP 2018

by: *[Signature]*

Encls: Div. Memorandum
References: Div. Memo
To be indicated in the Perpetual Index under the following subjects:
SUBJECT: DESIGNATION

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