



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



October 12, 2018

DIVISION MEMORANDUM
NO. 982, S. 2018

DESIGNATION OF EVANGELINE A. HERNAN AS OFFICER-IN-CHARGE OF THE SCHOOLS GOVERNANCE AND OPERATIONS DIVISION (SGOD)

- To: Chiefs of CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary Public and Private School Heads
1. In view of the official travel of Sollie B. Oliver, Chief ES-SGOD on October 15-19, 2018 re: **ATTENDANCE IN THE ORIENTATION FOR SCHOOLS DIVISION SUPERINTENDENTS ON CPD**, Cebu City and on October 22-24, 2018, re: **2018 DEPED HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT CONVENTIONS, Pasay City**, Mrs. Evangeline A. Hernan is hereby designated as Officer-In-Charge of the School Governance and Operations Division (SGOD) on the abovementioned inclusive dates.
 2. As such, she is authorized to undertake the following functions:
 - a. Recommend approval of travel requests of SGOD personnel within the Division and to the Regional Office;
 - b. Act and sign routine matters and interoffice correspondence;
 - c. Recommend vacation and sick leave requests, COC from 1-2 days;
 - d. Coordinate with the school administrators in the operation of schools provided that the appertaining issuances thereof are strictly observed; and
 - e. Represent SGOD office whenever necessary upon invitation of the sponsoring institution/allied agency.
 3. Policy determining matters shall be forwarded to and/or coordinated with the Office of the SDS-OIC.
 4. Important concerns be referred to him either through office talk, text message or call.
 5. For information, guidance and compliance.


WINNIE E. BATON, CESE
Officer-In-Charge

Office of the Schools Division Superintendent

Encls: as stated
References: DepEd Memo for the Official Travel of SGOD Chief ES
To be indicated in the Perpetual Index under the following subjects:
GOVERNANCE DESIGNATION

DepED: Division Memorandum No.
12 October 2018
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