



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



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

DepEd Schools Division of Digos City
RECORDS SECTION

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Encls: 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