



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



DIVISION MEMORANDUM
No. 612, s. 2019

August 8, 2019

**DESIGNATION ORDER AS ACTING SPECIAL EDUCATION (SPED)
DIVISION FOCAL PERSON**

- To: **ARLENE P. BARBA**
Public Schools District Supervisor
- Guided with the vision on effective implementation of the Division Education Development Plan (DEDP) and in connection to the retirement of Mrs. Rosalinda C. Adlaon, Division Focal Person for Special Education (SPED, in the exigency of the service, this Office hereby designates YOU as the acting Division Focal Person for Special Education (SPED).
 - With this new Order served to you, you are expected to do the following:
 - To coordinate with Mrs. Adlaon for guidance as the acting SPED Focal Person;
 - To prepare or receive from Mrs. Adlaon all necessary documents/file concerning SPED Program implementation in the Schools Division (like: enrolment data per level and per exceptionalities for SY 2019-2020, Five Year Plan, Annual Implementation Plan, etc.);
 - To take the initiative of ensuring that activities stipulated in the Annual Implementation Plan are effected especially the conduct of the incoming SPED Training and SPED Fun Day; and
 - To do other related task.
 - This designation bears the authority to assume the powers, duties and responsibilities attached to it.
 - The aforementioned designation shall take effect immediately until appropriately revoked or rescinded with a subsequent memorandum.
 - For compliance.


WINNIE E. BATOON, EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
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References: DEDP
To be indicated in the Perpetual Index under the following subjects:
CURRICULUM SPED DESIGNATION ORDER
BSD: Designation Order as Acting SPED Focal Person
August 8, 2019