



Republic of the Philippines
Department of Education
Region VII – Central Visayas
Schools Division of CEBU PROVINCE

Office the Schools Division Superintendent

January 31, 2024

DIVISION MEMORANDUM

No. 064, s. 2024

**ASSIGNMENTS OF CHAIRMANSHIPS OF THE DIFFERENT COMMITTEES,
AND OTHER OFFICIAL RESPONSIBILITIES OF THE ASSISTANT SCHOOLS
DIVISION SUPERINTENDENTS**

**To: Assistant Schools Division Superintendents
Chiefs, CID, and SGOD
Division Office Section/Unit Heads
Public Schools District Supervisors/OICs
Elementary and Secondary School Heads
All Others Concerned**

1. In line with the installation of **Dr. Marcelita S. Dignos** and **Dr. Michaelangelo R. Sauro** as Assistant Schools Division Superintendents, this Office hereby announces the scope of the duties and responsibilities, which will include chairmanships of the different committees, to wit, but not limited to:

MARCELITA S. DIGNOS Ed. D. CESO VI	-	Division Grievance Committee
	-	PRAISE Committee
MICHAELANGELO R. SAURO Ph. D. CESO VI	-	Bids and Awards Committee
	-	Approval of Applications for Leave of Absences
VICTOR A. YBAÑEZ DM Ed. D. Ph. D CESE	-	Personnel Selection Board
	-	Division Investigation Committee

2. It is understood that these assignments are temporary in nature and subject to changes at the discretion of the Head of Office in the exigency of the service.

3. For information and wide dissemination.


SENEN PRISCILO P. PAULIN, CESO V
Schools Division Superintendent

SPPP/JCD

