



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

11 Apr 2024

DIVISION MEMORANDUM
OSDS No. **061** s. 2024

OFFICER IN-CHARGE OF ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. In view of travel abroad of **LEVI B. BUTIHEN**, Assistant Schools Division Superintendent (ASDS), **RONALD JIM S. SOMERA**, Administrative Officer V, shall be designated as Officer In-Charge of ASDS Office on June 1, 2024 to June 9, 2024.
2. As such, you are expected to perform all functions of the ASDS except on matters that are policy determining and financial related. You are expected to comply and sign reports/forms/dtr.
3. A report should be made on what transpired during your incumbency as Officer In-Charge.
4. Immediate dissemination of this memorandum is directed.

LEONARDO M. BALALA. CESO V
Schools Division Superintendent

Encl.: N o n e
Reference: N o n e
To be indicated in the Perpetual Index
under the following subjects.

MEMO

LCC/DM-OIC ASDS
0000/April 11, 2024



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