



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division
Superintendent

April 16, 2026

DIVISION MEMORANDUM

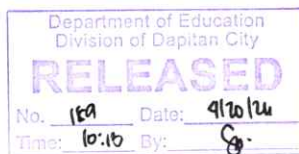
OSDS-2026- 189

DESIGNATION ORDER AS FOCAL PERSON/PROGRAM COORDINATOR

TO: **DR. MICHELLE V. TORRES**
Senior Education Program Specialist
School Governance and Operations Division

1. In the exigency of the service, you are hereby designated as **Focal Person/Program Coordinator of the Rewards and Recognition and GAD Focal Person Alternate**, effective immediately.
2. This designation bears the authority to assume the powers, duties and responsibilities of a Focal Person/Program Coordinator and shall remain effective therein unless revoked at will for cause.
3. This memorandum does not carry with it any additional remuneration and compensation.
4. For your guidance and compliance.


JAY S. MONTEALTO, CESO VI
Schools Division Superintendent



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