



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

Office of the Schools Division
Superintendent

January 27, 2026

DIVISION MEMORANDUM
OSDS-2026- 40

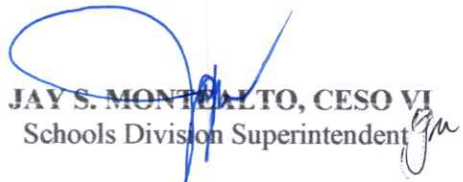
DESIGNATION ORDER AS SECRETARY TO THE INSPECTORATE TEAM

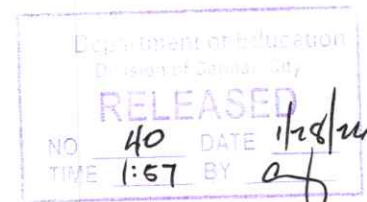
TO: **MAY ANN B. LAPUT**
Administrative Aide VI

In the exigency of service, you are hereby designated as Secretary to the Inspectorate Team which will take effect immediately. As secretary you will function as follows:

1. Coordinate inspection activities with the Procurement Officer, Supply Officer, Inspectorate Team Leader and Members as to lead time, place and actual time to deliver.
2. Prepare the required reports and maintain records thereof.
3. Prepare minutes and other documents for the periodic meetings.

This designation does not carry with it additional compensation or remuneration. This shall remain in force for the duration of the tenure of the current Inspectorate Team, unless revoked with appropriate notice thereof.

JAY S. MONTALTO, CESO VI
Schools Division Superintendent 



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