



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

06 Jul 2021

DIVISION MEMORANDUM

No. 257, s. 2021

**NEW DESIGNATED OFFICER IN-CHARGE OF THE OFFICE OF THE  
ASSISTANT SCHOOLS DIVISION SUPERINTENDENT (ASDS)**

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**PSDS, Education Program Supervisors**  
**Section Heads**  
**All Others Concerned**  
This Division

1. This is to inform the field of the designation of Mr. **DIONESIO L. LIWAGON, Jr, CESE** as Officer In-Charge of the Office of the Assistant Schools Division Superintendent (ASDS), this Division, effective July 6, 2021. Accordingly, all communications or documents to be signed by the OIC-ASDS shall be indicated as follows:

**DIONESIO L. LIWAGON, JR.**  
Education Program Supervisor  
Officer In-Charge  
Office of the Assistant Schools Division Superintendent

2. Accordingly, Mr. Liwagon shall be the chairperson for the following committees of this Division:
  - a. Bids and Awards Committee (BAC)
  - b. Human Resource Merit Promotion & Selection Board (HRMPSB)/  
Division Selection Committee (DSC)
  - c. Performance Management Team (PMT)
  - d. Personnel Development Committee (PDC)
  - e. Program on Awards and Incentives for Service Excellence (PRAISE)  
Committee
  - f. Records Management Improvement Committee (RMIC)
  - g. Property Disposal and Awards Committee (PDAC)
  - h. SALN Review and Compliance Committee
  - i. Committee on Decorum and Investigation (CODI)
  - j. Grievance Committee
  - k. Investigation/Fact-finding Committee
  - l. Co-chairperson of Division Review and Evaluation Committee (DREC)

OSDS/AMA



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3. This Office would like to reiterate that it adheres to the Equal Opportunity Principle (EOP). Hence, all decisions and actions are based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
4. For information, guidance and compliance.

**OLGA C. ALONSABE**  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects:

APPOINTMENT      DESIGNATION      EMPLOYEE      COMMUNICATIONS

OSDS/AMA

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