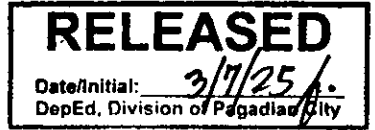




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
DIVISION OF PAGADIAN CITY



March 6, 2025

DIVISION MEMORANDUM

No. 54, S. 2025

DESIGNATION AS DIVISION SENIOR CITIZEN FOCAL PERSON

TO: IVY B. JAMELARIN-ESTADILLA
Administrative Officer V
This Division

In the exigency of the service, you are hereby designated as the Division Senior Citizen Focal Person and shall perform the following duties and responsibilities, to wit;

1. Formulate and implement plans, programs and policies relative to the promotion and welfare of Senior Citizens in the SDO in coordination with the LGU Senior Citizen Center (SCC);
2. Represent the SDO in meetings and gatherings called by the LGU SCC and other special bodies related to Senior Citizen matters;
3. Submit reports to the SDS of the implementation of programs and services relative to the promotion of the welfare of Senior Citizens in the SDO; and
4. Performs such other functions necessary and proper in order to faithfully carry into effect the foregoing duties and functions and as may be assigned by the Schools Division Superintendent (SDS).

This order shall take effect immediately.

For guidance and compliance.

DANNY B. CORDOVA, EdD, CESO V
Schools Division Superintendent

IJE/ADMINDM2025-011

