



Republic of the Philippines  
Department of Education  
REGION VI – WESTERN VISAYAS  
**SCHOOLS DIVISION OF CAPIZ**

June 3, 2024

**DIVISION MEMORANDUM**

No. **317**, s. 2024

**DESIGNATION OF YZARDA CLAUDETTE D. BALLERA AS DIVISION  
INFORMATION OFFICER (DIO)**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Program Supervisors, SGOD & CID  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. Please be advised of the designation of **Ms. Yzarda Claudette D. Ballera** as Division Information Officer (DIO) effective **May 22, 2024**.
2. It is requested that proper coordination and the usual courtesy of the service be afforded Ms. Ballera in the performance of her designated functions.
3. Immediate dissemination of this Memorandum is desired.

**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Enclosure: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
Under the following subjects

INFORMATION

DESIGNATION



**Address:** Banica, Roxas City  
**Contact Number:** (036) 620 2371  
**Email Address:** capiz@deped.gov.ph  
**Website:** <http://depedcapiz.ph>



Republic of the Philippines  
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**MEMORANDUM**

TO: **Ms. YZARDA CLAUDETTE D. BALLERA**  
PDO I-Youth Formation  
Division of Capiz

FROM: *Mac*  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent A

DATE: **May 21, 2024**

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In the exigency of the service, you are hereby designated as Division Information Officer (DIO), effective **May 22, 2024**.

It is understood that this designation does not entitle you to any additional compensation or priority for promotion.

This designation shall take effect immediately until revoked as deemed necessary by this office

Conforme:

**Ms. YZARDA CLAUDETTE D. BALLERA**  
PDO I - Youth Formation

Cc:

OIC-Office of the SGOD Chief  
201 files

Admin/HR-Designation

*Mac*



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