



Republic of the Philippines
Department of Education
REGION XI

DEPED DIVISION OF DAVAO DEL NORTE

RECORDS SECTION

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SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

January 18, 2022

DIVISION MEMORANDUM

No. 71, s. 2022

To: **BAYANI N. ESCOTON**
Head Teacher I

From: The Office of the Schools Division Superintendent

Subject: Designation as Office In-Charge of the Office of the School Principal of Doña Carmen Soriano Elementary School, Kapalong West District for Financial Operations

In the exigency of the service and in view of the Retirement of Fe A. Claro of Doña Carmen Soriano Elementary School, Kapalong West District, you are informed of your designation to handle the Financial Operations of Doña Carmen Soriano Elementary School effective immediately, in addition to your function as School Head of Tiburcia Elementary School.

This designation does not carry with it additional remuneration nor priority in promotion and is TEMPORARY in nature, subject to recall by this Office when deemed necessary.

Please be guided accordingly.

DEE D. SILVA, DPA, CESO V
Schools Division Superintendent

Copy furnished:

The Municipal Mayor
Municipality of Kapalong
The Resident Auditor
Commission of Audit
Planning Section
Accounting Section
Personnel Section
Records Section

