



Republic of the Philippines  
**Department of Education**  
 REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE  
 RECORDS SECTION  
**RECEIVED**

DATE: 01-19-22  
 TIME: 3:30 p.m.

SCHOOLS DIVISION OF DAVAO DEL NORTE

**Office of the Schools Division Superintendent**

January 18, 2022

DIVISION MEMORANDUM

No. 72, s. 2022

To: **AMIE GLEE P. DUCLAYAN**  
 Master Teacher I

From: The Office of the Schools Division Superintendent

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

In the exigency of the service, you are hereby assigned as Officer In-Charge of **Doña Carmen Soriano Elementary School** effective immediately.

It is advised that you assume all accountabilities and responsibilities as Officer In-Charge of Doña Carmen Soriano Elementary School including the implementation of the School Improvement Plan (SIP) and the school Annual Implementation Plan (AIP), preparation and implementation of the Instructional Supervisory Plan, facilitate preparation and submission of urgent reports required by the DepEd higher Offices and other national agencies, monitor the smooth and orderly performance/ implementation of the programs, projects and activities of the Department and manage the efficient and effective utilization of resources in the aforesaid.

You shall be entitled to vacation and sick leave as provided for under CSC MC No. 41, s. 1998.

In the exigency of the service and to address the shortage of teachers, you shall handle at least two (2) minor subjects.

This designation does not carry with it additional remuneration nor priority in promotion and is TEMPORARY in nature, subject to recall 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

