



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
NO. 0137, s. 2023

To: Assistant Schools Division Superintendent  
Chief Education Program Supervisor, CID  
Chief, Education Program Supervisor, SGOD  
Education Program Supervisors, CID  
Education Program Supervisor, SGOD  
Public Schools District Supervisors  
Concerned Public School Heads, Integrated, Elementary, Secondary Schools

Subject: **Submission of Letter of Intent to Continue Service as School Head (Officer-In-Charge)**

Date: March 29, 2023

In consonance with DepEd Order No. 42, s. 2007 titled "Revised Guidelines on Selection, Promotion and Designation of School Heads", this Office advises all the Officer-In-Charge of Schools without Principal Items to tender intent to continue services as school head willing to be assigned to any schools or go back to being a classroom teacher.

Further, concerned school heads are advised to submit the said intent letter on or before April 3, 2023 at the Division Office, attention: RELYN B. GALLARDO, Division Human Resource and Management Officer (HRMO).

In adherence to all policies, everyone is encouraged to continuously support and value equality and diversity (Equal Opportunity Principle) within the Department.

Immediate dissemination of and compliance with this memorandum is desired.



**ALLAN G. JARNAZO**  
Director IV  
and Concurrent Officer-In-Charge  
Office of the Schools Division Superintendent

SGOD/ncj

