



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

**SCHOOLS DIVISION OF DAVAO DEL NORTE**

DEPED DIVISION OF DAVAO DEL NORTE  
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**Office of the Schools Division Superintendent**

June 27, 2022

DIVISION MEMORANDUM

No. 817, s. 2022

To: **RAQUEL G. TAGALINAO**  
School Principal IV

From: The Office of the Schools Division Superintendent

Subject: Designation as School Head of Sawata National High School

In the exigency of the service, you are hereby informed of the re-assignment from New Corella National High School to Sawata National High School effective immediately.

It is advised that you assume all accountabilities and responsibilities as School Head of Sawata National High 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.

It is expected that you secure clearance from money, property and other accountabilities in your present school before reporting to your new station, the Sawata National High School.

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 San Isidro  
The Resident Auditor  
Commission of Audit  
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