



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

RECEIVED
 DIVISION OF DAVAO DEL NORTE
 RECORDS SECTION
 Date: 28 Jun 2022 1:46 PM
 By: _____

Office of the Schools Division Superintendent

June 27, 2022

DIVISION MEMORANDUM
 No. 320, s. 2022

To: **OLIVER U. EMATA**
 School Principal IV

From: The Office of the Schools Division Superintendent

Subject: Designation as School Head of New Corella National High School


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

It is advised that you assume all accountabilities and responsibilities as School Head of New Corella 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 New Corella 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 New Corella
 - The Resident Auditor
 Commission of Audit
 - Planning Section
 - Accounting Section
 - Personnel Section
 - Records Section

