



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



Office of the Schools Division Superintendent

29 Jun 2022

DIVISION MEMORANDUM
No. 243, s.2022

To: **JOY V. LUAYON**
Head Teacher II

From: The Office of the Schools Division Superintendent

Subject: Designation as Assistant to the Office of the School Principal of Carmen Central Elementary School SPED Center, Carmen District


In the exigency of the service, you are hereby informed of your reassignment from Carmen National High School to Carmen Central Elementary School SPED Center, Carmen District.

It is advised that you assume all accountabilities and responsibilities as Assistant to the Office of the School Principal for Carmen Central Elementary School, Carmen District including assistance in the preparation and implementation of the School Improvement Plan (SIP), School Annual Implementation Plan (AIP), and Instructional Supervisory Plan, facilitate preparation and submission of urgent reports required by the DepEd higher Offices and other national agencies, assist in the monitoring of the smooth and orderly performance/implementation of the programs, projects and activities of the Department and help manage the efficient and effective utilization of the school's resources.

It is expected that you secure clearance from money, property and other accountabilities in your present school before reporting to your new station, the Mabuhay Elementary 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 Carmen
The resident Auditor
Commission on Audit
Planning Section
Accounting Section
Personnel Section
Records Section
School Head-Carmen National High School
School Head -Carmen Central Elementary School SPED Center

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Address: Manila, Tagum City, Davao del Norte
Telephone Number: (084) 216 0188
Website: www.depeddavnor.ph | Facebook: DepEd Davao del Norte

