



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

DEP DIVISION OF DAVAO DEL NORTE  
RECORDS SECTION  
**RECEIVED**  
Date: 10 JAN 2023 10:55 AM

**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM  
OSDS-2023-002

To: **BERNARDO F. BOYLES**  
Public Schools District Supervisor

From: The Office of the Schools Division Superintendent

Subject: Designation as Office In-Charge of the Office of the School Principal of Mesaoy Elementary School, New Corella District for Administrative Matters

Date: January 4, 2023

In the exigency of the service, you are hereby informed of your special assignment as Officer In-Charge of the Office of the School Principal of Mesaoy Elementary School, New Corella District in addition to your position as Public Schools District Supervisor effective immediately.

It is advised that you assume all accountabilities and responsibilities as Officer In-Charge of the Office of the School Principal of Mesaoy Elementary School, New Corella District 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 until such time the School Principal recovered from her condition.

This designation does not carry with it additional remuneration nor priority in promotion and is TEMPORARY in nature, subject to recall by this Office when deemed necessary.

Please be guided accordingly.

  
**REBECCA C. SAGOT**

Assistant 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

