



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

Office of the Schools Division Superintendent

January 6, 2023

DIVISION MEMORANDUM
OSDS-2023-005

To: **BENES M. GA-AS**
Teacher II

From: The Office of the Schools Division Superintendent

Subject: Designation as Officer In-Charge of Sta. Fe National High School, New Corella District

In the exigency of the service, you are hereby assigned as Officer In-Charge of **Sta. Fe National High School, New Corella District** effective January 5, 2023.

It is advised that you assume all accountabilities and responsibilities as Officer In-Charge of Sta. Fe National High School, New Corella District including the Implementation of School Improvement Plan (ISP) and the School Annual Implementation Plan (AIP), preparation and implementation of the Instructional Supervisory Plan (ISP), 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 a School Head will be appointed.

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.

For the Schools Division Superintendent:

REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent

Copy Furnished:

The Municipal Mayor
Municipality of New Corella
The Resident Auditor
Commission on Audit
Planning Section
Accounting Section
Personnel Section
Records Section

