January 6, 2023

DIVISION MEMORANDUM
OSDS-2023-006

To: **ALBERTO V. ALVILLAR**
            Head Teacher III

From: The Office of the Schools Division Superintendent

Subject: Designation as School Head of Mabuhay Elementary School, Carmen District

In the exigency of the service, you are hereby assigned as School Head from Buclad Elementary School to **Mabuhay Elementary School, Carmen District** effective immediately.

It is advised that you assume all accountabilities and responsibilities as School Head of Mabuhay Elementary School, Asuncion 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 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, Mabuhay Elementary School, Carmen District.

This designation does not carry with it additional remuneration nor priority in promotion and is TEMPORARY in nature, subject to recall when deemed necessary.
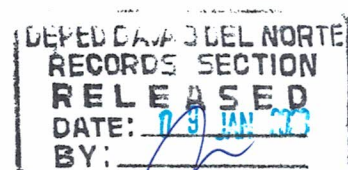
Please be guided accordingly.

For the Schools Division Superintendent:

REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent

Copy Furnished:
    The Municipal Mayor
    Municipality of Carmen
    The Resident Auditor
    Commission on Audit
    Planning Section
    Accounting Section
    Personnel Section
    Records Section

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