



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-2023-007

To: **ARNULFO P. PACAÑA**
School Principal I

From: The Office of the Schools Division Superintendent

Subject: Designation as School Head of Buclad Elementary School, Asuncion District

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

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

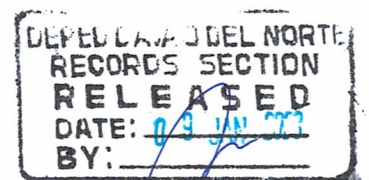
For the Schools Division Superintendent:

REBECCA C. SAGOT, CESO VI

Assistant Schools Division Superintendent

Copy Furnished:

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



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