



Republic of the Philippines  
**Department of Education**  
REGION XI

**SCHOOLS DIVISION OF DAVAO DEL NORTE**

**Office of the Schools Division Superintendent**

December 29, 2023

**DIVISION MEMORANDUM**

OSDS – 2023 – 0123

To: **ROMEO D. DUGENIO**  
Assistant School Principal II

From: The Office of the Schools Division Superintendent

Subject: Re-assignment as Assistant School Principal II of La Libertad National High School

In view of the incoming retirement of Engr. Wilson L. Godoy, you are hereby informed of the re-assignment from Carmen National High School to La Libertad National High School effective January 3, 2024.

It is advised that you assume all accountabilities and responsibilities as Assistant School Head of La Libertad National High School 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 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 and submit to this Office the Inventory of all School Properties and Liquidation Report of your current MOOE in your present school before reporting to your new station, the La Libertad National High 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.

Recommending Approval:

**REBECCA C. SAGOT, CESO VI**

Assistant Schools Division Superintendent

Copy furnished:

The Municipal Mayor  
Municipality of Sto. Tomas  
The Resident Auditor  
Commission of Audit  
Planning Section  
Accounting Section  
Personnel Section  
Records Section

Approved by

**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

