



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 – 124 - 2023

To: **JEROME L. MARIANO**
Assistant School Principal II

From: The Office of the Schools Division Superintendent

Subject: Re-assignment as Assistant School Principal II of Sto. Tomas National High School

In the exigency of the service, you are hereby informed of the re-assignment from Tanglaw National High School to Sto. Tomas National High School effective immediately.

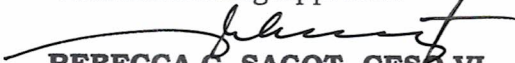
It is advised that you assume all accountabilities and responsibilities as Assistant School Principal of Sto. Tomas National High School and assist in the implementation of the School Improvement Plan (SIP) and the school Annual Implementation Plan (AIP), preparation and implementation of the Instructional 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 in your present school before reporting to your new station, the Sto. Tomas 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



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