



Republic of the Philippines
Department of Education

REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

RECORDS SECTION
RECEIVED
Date: 1/6/22 1:30 PM
By: [Signature]

Office of the Schools Division Superintendent

January 5, 2022

DIVISION MEMORANDUM

No. 012, s.2022

To: **ROLANDO L. BUGHAO**
Head Teacher II

From: The Office of the Schools Division Superintendent

Subject: Designation as School Head of Mambing Elementary School, New Corella District

In the exigency of the service, you are hereby assigned as School Head from New Cortez School to **Mambing Elementary School, New Corella District** effective immediately.

It is advised that you assume all accountabilities and responsibilities as School Head of Mambing Elementary 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 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, Mambing Elementary School, New Corella District.

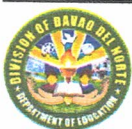
This designation does not carry with it additional remuneration nor priority in promotion and is TEMPORARY in nature, subject to recall when deemed necessary.

Please be guided accordingly.

[Signature]
DEE D. SILVA, DPA, CESO V
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



Address: Mankilam, Tagum City, Davao del Norte
Telephone Number: (084) 216 0188
Website: www.depeddavnor.ph | Facebook: DepEd Davao del Norte

