



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

DEPED DIVISION OF DAVAO DEL NORTE
RECORDS SECTION
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Office of the Schools Division Superintendent

January 5, 2022

DIVISION MEMORANDUM

No. 014, s. 2022

To: **SALLY A. TAPAY**
Teacher I

From: The Office of the Schools Division Superintendent

Subject: Designation as Teacher In-Charge of Mahayahay Elementary School, Asuncion District

In the exigency of the service, you are hereby assigned as Teacher In-Charge of **Mahayahay Elementary School** effective immediately.

It is advised that you assume all accountabilities and responsibilities as Teacher In-Charge of Mahayahay Elementary 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.

You shall be entitled to vacation and sick leave as provided for under CSC MC No. 41, s. 1998.

It is expected that you secure clearance from money, property and other accountabilities in your present school before reporting to your new station, the Mahayahay Elementary School.

In the exigency of the service and to address the shortage of teachers, you shall handle at least two (2) minor subjects.

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.

Copy furnished:

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

[Signature]
DEE D. SILVA, DPA, CESO V
Schools Division Superintendent

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