



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

SCHOOLS DIVISION OF DAVAO DEL NORTE  
RECORDS SECTION  
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**SCHOOLS DIVISION OF DAVAO DEL NORTE**

**Office of the Schools Division Superintendent**

OFFICE MEMORANDUM  
No. OM-OSDS-2022-012

To: **ERLYN P. MALDO**  
School Principal I

From: The Office of the Schools Division Superintendent

Subject: Designation as School Head of Butay Integrated School, Talaingod District

Date: August 17, 2022

In the exigency of the service, you are hereby informed of the re-assignment from Naseco Integrated School to Butay Integrated School, Talaingod District effective immediately.

It is advised that you assume all accountabilities and responsibilities as School Head of Butay Integrated 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 in your present school before reporting to your new station, the Butay Integrated 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.

**DEE D. SILVA, DPA, CESO V**  
Schools Division Superintendent

Copy furnished:

The Municipal Mayor  
Municipality of Talaingod  
The Resident Auditor  
Commission of Audit  
Planning Section  
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