



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

DEPED DIVISION OF DAVAO DEL NORTE  
RECORDS SECTION  
RECEIVED  
Date: 11 SEP 2022  
By: [Signature] 4:00 p.m.

Office of the Schools Division Superintendent

September 9, 2022

OFFICE MEMORANDUM  
OSDS-2022-037

To: **MERLIE L. SUMATRA**  
Teacher III  
San Miguel Elementary School

From: The Office of the Schools Division Superintendent

Subject: Designation as School-In-Charge of Libuton Elementary School

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

It is advised that you assume all accountabilities and responsibilities as School-In-Charge of Libuton Elementary School including implementation and responsibilities 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 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, Libuton Elementary 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.

*[Signature]*

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

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