



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: 09 SEP 2022
By: [Signature] 4:00p.m.

Office of the Schools Division Superintendent

September 9, 2022

OFFICE MEMORANDUM
OSDS-2022-039

To: **JULIE ANN L. CORTES**
Teacher I
Napisulan Elementary School

From: The Office of the Schools Division Superintendent

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

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

It is advised that you assume all accountabilities and responsibilities as School-In-Charge of Napisulan 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, Napisulan 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.


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

Per/fah

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