



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

OFFICE MEMORANDUM
OSDS-2022-048

To: **JOVE A. PAGTACONAN**
School Principal I
Talomo Elementary School

Subject: Reassignment Order

Date: September 20, 2022

In the exigency of the service, you are hereby informed of your reassignment from Talomo Elementary School to Kimamon Elementary School, Sto. Tomas East District effective September 26, 2022.

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

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


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

Copy furnished:
The Municipal Mayor
Municipality of Sto. Tomas

The Resident Auditor
Commission on Audit

Planning Section
Accounting Section
Personnel Section
Records Section

Per/rbg

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