



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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Date: 27 SEP 2022 8:37 AM
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Office of the Schools Division Superintendent

OFFICE MEMORANDUM
OSDS-2022-051

To: **WENDELL M. MAGLENTE**
Head Teacher I
Talomo Elementary School

Subject: Designation Order

Date: September 23, 2022

In the exigency of the service, you are hereby assigned as School In-Charge of Talomo 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 Talomo 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, Talomo 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
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Per/rbg

