



Republic of the Philippines
Department of Education
REGION XI

DEPED 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-2022-055

To: **MARY ANN B. MANGARIN**
Teacher II

From: The Office of the Schools Division Superintendent

Subject: Designation as Office In-Charge of the Office of the School Principal of Napunong Elementary School for Administrative Matters

Date: September 27, 2022

In the exigency of the service, you are hereby informed of your special assignment as Officer In-Charge of the Office of the School Principal of Napunong Elementary School for Administrative Matters effective immediately in addition to your teaching duties.

It is advised that you assume all accountabilities and responsibilities as Officer In-Charge of Office of the School Principal of Napunong 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 until such time a new Public Schools District Supervisor is assigned.

You shall be entitled to vacation and sick leave as provided for under CSC MC No. 41, s. 1998.

In the exigency of the service and to address the shortage of teachers, you shall handle at least two (2) minor subjects.

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
- Accounting Section
- Personnel Section
- Records Section

Per *JMB*

