



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: 13 OCT 2022 8:57 AM
By: _____

Office of the Schools Division Superintendent

OFFICE MEMORANDUM
No. OM-OSDS-2022-064

To: **AMIE GLEE P. DUCLAYAN**
Master Teacher I

From: The Office of the Schools Division Superintendent

Subject: Designation as Officer In-Charge of the Office of the School Principal of Doña Carmen Soriano Elementary School, Kapalong West District for Administrative Matters

Date: October 10, 2022

In the exigency of the service, you are hereby assigned as Officer In-Charge of **Doña Carmen Soriano Elementary School** for Administrative Matters effective immediately until such time that a new School Head shall have been appointed or designated.

It is advised that you assume all accountabilities and responsibilities as Officer In-Charge of Doña Carmen Soriano 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.

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.

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.

Copy furnished:

The Municipal Mayor
Municipality of Kapalong
The Resident Auditor
Commission of Audit
Planning Section
Accounting Section
Personnel Section
Records Section


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

