



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-2022-074

To: **JUVILYN D. CORTEZ**  
Teacher III

From: The Office of the Schools Division Superintendent

Subject: Designation as Officer In-Charge of the Office of the School Principal of Baltazar Nicor Valenzuela National High School, Kapalong East District for Administrative Matters

Date: October 25, 2022

In the exigency of the service, you are hereby assigned as Officer In-Charge of **Baltazar Nicor Valenzuela National High 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 Baltazar Nicor Valenzuela National High 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

