



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

DEPED DIVISION OF DAVAO DEL NORTE  
RECORDS SECTION  
**RECEIVED**

Date: 08 NOV 2022  
By: \_\_\_\_\_

**Office of the Schools Division Superintendent**

OFFICE MEMORANDUM  
OSDS-2022-080

To: **AMIE GLEE P. DUCLAYAN**  
Master Teacher II  
Doña Carmen Soriano Elementary School

From: The Office of the Schools Division Superintendent

Subject: Designation as School In-Charge of the Office of the School Principal  
of Doña Carmen Soriano Elementary School

In the exigency of the service, you are hereby assigned as School In-Charge of Doña Carmen Soriano Elementary School effective immediately, in concurrent to your Master Teacher II position.

It is advised that you assume all accountabilities and responsibilities as School In-Charge of Doña Carmen Soriano Elementary School including implementation and responsibilities 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 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, Doña Carmen Soriano Elementary School.

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.

For the Schools Division Superintendent:

**REBECCA C. SAGOT, CESO VI**

Assistant Schools Division Superintendent

Per/fah





OFFICE OF THE SECRETARY  
EDUCATION HALL, PASAY CITY

DATE: \_\_\_\_\_  
BY: \_\_\_\_\_

MEMORANDUM FOR THE SECRETARY

TO: \_\_\_\_\_  
FROM: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

