



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

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

OSDS-2022-084

To: **MARJORIE L. OROCIO**
Teacher I

Subject: Designation as Teacher-In-Charge of Lambid Elementary School, Talaingod District

Date: November 11, 2022

In the exigency of the service, you are hereby assigned as Teacher-In-Charge of Lambid Elementary School, Talaingod District effective immediately.

It is advised that you assume all accountabilities and responsibilities as Teacher-In-Charge of Lambid 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, Lambid 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.

ALLAN G. FARNAZO

Director IV
and concurrent Officer-In-Charge
Office of the Schools Division Superintendent

For the Schools Division Superintendent:



REBECCA C. SAGOT, CESO VI

Assistant Schools Division Superintendent





Republic of the Philippines
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REGION XI
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**MINUTES OF THE DIVISION HRMPSB DELIBERATION AND INTERVIEW FOR
 ELEMENTARY AND SECONDARY SCHOOL-IN-CHARGE**

Present:

- Rebecca C. Sagot – Division HRMPSB Chair
- Ramel M. Pilo - Member
- Rosalinda N. Dionio – Member
- Relyn B. Gallardo – Member
- Flourimae A. Hangad – Secretariat

Applicants:

(Please see attached)

Agenda: Deliberation and Interview of Elementary and Secondary School-In-Charge:

No. of Vacancy	School Assignment
One (1)	Doña Carmen Soriano Elementary School
One (1)	Napunong Elementary School
One (1)	Dagohoy National High School

The Division Human Resource Merit Promotion and Selection Board (HRMPSB) presided by Chairperson Rebecca C. Sagot conducted a virtual deliberation and interview for Elementary and Secondary School-In-Charge through Zoom Application on October 26, 2022 at 8:30 am.

The meeting started with a brief orientation and discussion on the ranking of qualified applicants based on DepEd Order No. 42 s. 2007 entitled, "The Revised Guidelines on Selection, Promotion and Designation of School Heads."

The committee determined the points in the preliminary evaluation by following the guidelines indicated in the criteria of the above – stated Order. After interview and deliberation, listed below is the result;

**Applicants for School In-charge of
 Napunong Elementary School**

Name of Applicants	Present Position	Total Points	Rank	Remarks
✓ GERIC BRYLE B. LASCUÑA	TEACHER I/ TIC	49.88	1	Current TIC of Lambid ES
ILLUMINADO JR. M. SAJOL	TEACHER I	38.13	2	Currently teaching in Esperanza ES
MARJORIE L. OROCIO	TEACHER I/ TIC	36.18	3	Former OIC for Administration of Melyong ES and reassigned to Lambid ES

for Lambid ES

