



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-2022-087

To: **JOY V. LUAYON**  
Head Teacher II

From: The Office of the Schools Division Superintendent

Subject: Designation as School Head of Pinta Sabarat Elementary, Carmen District

Date: November 16, 2022

In the exigency of the service, you are hereby assigned as School Head of **Pinta Sabarat Elementary School** effective immediately.

It is advised that you assume all accountabilities and responsibilities as School Head of Pinta Sabarat 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, the Pinta Sabarat 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

Per\_RP

