



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

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RECORDS SECTION  
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**Office of the Schools Division Superintendent**

OFFICE MEMORANDUM  
OSDS-2022-088

To: **MAURO F. DIATE III**  
Head Teacher III

From: The Office of the Schools Division Superintendent

Subject: Designation as Head Teacher of Carmen Central Elementary School SPED Center, Carmen District

Date: November 16, 2022

In the exigency of the service, you are hereby assigned as Head Teacher of **Carmen Central Elementary School SPED Center** effective immediately.

It is advised that you assume all accountabilities and responsibilities as Head Teacher of Carmen Central Elementary School SPED Center including:

1. Supports School-Based Management (SBM)
2. Assists in the development and implementation of School Improvement Plan (SIP) along with the Annual Improvement Plan (AIP)
3. Ensures adherence to DepEd Orders and other issuances
4. Assists in maintaining the school BEIS
5. Assists in reporting learning outcomes to parents and other stakeholders through the School Report Card
6. Assists in implementing programs of the school
7. Assists in working for possible accreditation
8. Monitors the teaching-learning process
9. Evaluates learning outcomes
10. Recommends changes in policies affecting curriculum and instruction
11. Implements innovations and alternative delivery schemes
12. Localizes/indigenizes curriculum
13. Prepares specific budget and accounts for funds received
14. Maximizes the use of textbooks, references and other instructional materials
15. Ensures proper use and maintenance of school facilities, equipment, textbooks and supplies/materials
16. Coordinates with stakeholders on resource generation and mobilization
17. Motivates and supports teachers to attain peak performance through awards, recognition and incentives
18. Monitors teachers and master teachers
19. Recommends staffing requirements and assists in the selection and hiring of teachers
20. Conducts department-based training as a result of training needs analysis



21. Evaluate performance of teachers
22. Promotes harmonious working relationship among teachers
23. Promotes the corporate image of the Department of Education
24. Recommends promotion of teaching and non-teaching personnel
25. Establishes and ensures support and cooperation of stakeholders
26. Provides technical assistance in school-related grievances and assists in enforcing school safety procedures and policies
27. Proposes plans and implements SB INSET
28. Prepares and submits monthly supervisory/accomplishment report
29. Does related work

It is expected that you secure clearance from money, property and other accountabilities and submit to this Office the Inventory of all School Properties and Liquidation Report of your current MOOE in your present school before reporting to your new station, the Carmen Central Elementary School SPED Center.

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*

