



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

Office of the Schools Division Superintendent

OFFICE MEMORANDUM
OSDS-2023-0004

To: **JO-AN A. CASTRO**
Master Teacher III
Gov. Dujali Elementary School

From: The Office of the Schools Division Superintendent

Subject: Designation as Officer-In-Charge of the Office of the School Principal of Gov. Dujali Elementary School for Administrative Operations

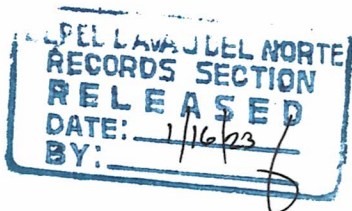
Date: January 12, 2023

In the exigency of the service, you are informed of your designation to handle the Administrative Operations of Gov. Dujali Elementary School in addition to your position as Master Teacher III effective immediately.

It is advised that you assume all accountabilities and responsibilities as Officer-In-Charge of Office of the School Principal of Gov. Dujali 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.

This designation does not carry with it additional remuneration nor priority in promotion and is TEMPORARY in nature, subject to recall by this office when deemed necessary.

Please be guided accordingly.



For the Schools Division Superintendent:


REBECCA C. SAGOT, CESO VI

Assistant Schools Division Superintendent

Per/fah

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