



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

Office of the Schools Division Superintendent

OFFICE MEMORANDUM
No. OSDS-2023-0007

To: **LYNELLE JOY T. DAYAGANON**
Master Teacher I

From: The Office of the Schools Division Superintendent

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

Date: January 12, 2023

In the exigency of the service, you are hereby assigned as Teacher In-Charge of **Gatong Elementary School** effective immediately.

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

You shall be entitled to vacation and sick leave as provided for under CSC MC No. 41, s. 1998.

In the exigency of the service and to address the shortage of teachers, you shall handle at least two (2) minor subjects.

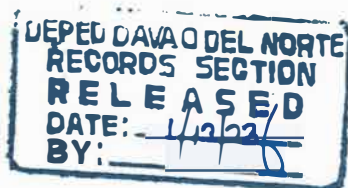
This designation does not carry with it additional remuneration nor priority in promotion and is TEMPORARY in nature, subject to recall when deemed necessary.

Please be guided accordingly.

For the Schools Division Superintendent:

Copy furnished:

The Municipal Mayor
Municipality of Talaingod
The Resident Auditor
Commission of Audit
Planning Section
Accounting Section
Personnel Section
Records Section



REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent

