



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

Office of the Schools Division Superintendent

OFFICE MEMORANDUM
OSDS-2023-0010

To: **MA. IRMA C. LLEVADO**
Elementary School Principal I
Linao Elementary School

From: The Office of the Schools Division Superintendent

Subject: Designation as Elementary School Principal I of the Office of the School Principal of Mamangan Elementary School

In the exigency of the service, you are hereby assigned as Elementary School Principial I of Mamangan Elementary School effective immediately.

It is advised that you assume all accountabilities and responsibilities as Elementary School Principal I of Mamangan 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.

It is expected that you secure clearance from money, property and other accountabilities in your present school before reporting to your new station, Mamangan 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.



Per/fah

For the Schools Division Superintendent:

REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent

