



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

**Office of the Schools Division Superintendent**

OFFICE MEMORANDUM  
OSDS-2023-0011

To: **FIDELA G. GILVERO**  
Head Teacher III  
Dacudao Elementary School

From: The Office of the Schools Division Superintendent

Subject: Designation as Head Teacher III of the Office of the School Principal of Linao Elementary School

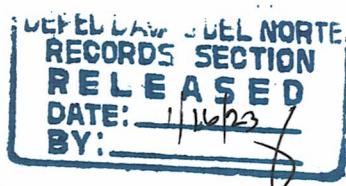
In the exigency of the service, you are hereby assigned as Head Teacher III of Linao Elementary School effective immediately.

It is advised that you assume all accountabilities and responsibilities as Head Teacher III of Linao 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, Linao 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

