



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

**Office of the Schools Division Superintendent**

OFFICE MEMORANDUM  
OSDS-2023-0017

To: **JANICE A. FERNANDEZ**  
Public Schools District Supervisor  
Kapalong West District

From: The Office of the Schools Division Superintendent

Subject: Designation as Officer-In-Charge of the Office of the School Principal of Doña Carmen Soriano National High School for Administrative Operations

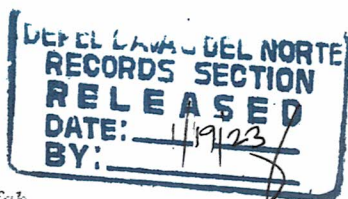
Date: January 18, 2023

In the exigency of the service, you are informed of your designation to handle the Administrative Operations of Doña Carmen Soriano National High School in addition to your position as Public Schools District Supervisor effective immediately.

It is advised that you assume all accountabilities and responsibilities as Officer-In-Charge of Office of the School Principal of Doña Carmen Soriano National High 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.



Per/fah

For the Schools Division Superintendent:

  
**REBECCA C. SAGOT, CESO VI**

Assistant Schools Division Superintendent

