



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

**Office of the Schools Division Superintendent**

OFFICE MEMORANDUM  
OSDS-2023-0020

To: **RUBY JEAN P. REBOTE**  
Master Teacher I  
Tiburcia Elementary School

From: The Office of the Schools Division Superintendent

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

Date: January 18, 2023

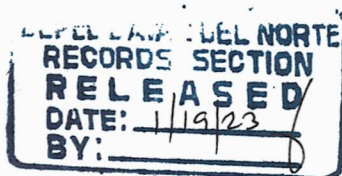
In the exigency of the service, you are informed of your designation to handle the Administrative Operations of Tiburcia Elementary School effective **February 1, 2023**.

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