



Republic of the Philippines
Department of Education

REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

OFFICE MEMORANDUM
OSDS-2023-0080

To: **DEMOSTHENES TABUGOC**
Teacher II

From: The Office of the Schools Division Superintendent

Subject: Designation as Office In-Charge of the Office of the School Principal of Doña Carmen Soriano National High School, Kapalong West District for Administrative Matters

Date: March 23, 2023

In the exigency of the service, you are hereby informed of your special assignment as Officer In-Charge of the Office of the School Principal of Doña Carmen Soriano National High School, Kapalong West District in addition to your position as Teacher II effective immediately.

It is advised that you assume all accountabilities and responsibilities as Officer In-Charge of the Office of the School Principal Doña Carmen Soriano National High School, Kapalong West District 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 until such time the School Principal recovered from her condition.

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.

Copy furnished:

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



For the Schools Division Superintendent:

REBECCA C. SAGOT

Assistant Schools Division Superintendent

