



Republic of the Philippines
Department of Education
REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

OFFICE MEMORANDUM
No. OSDS-2023-0082

To: **BAYANI N. ESCOTON**
Head Teacher II

From: The Office of the Schools Division Superintendent

Subject: Designation as School Head of Upper and Lower Mabini Elementary School

Date: March 29, 2023

In the exigency of the service, you are hereby informed of the re-assignment from Luna Elementary School to Upper and Lower Mabini Elementary School, Kapalong East District effective immediately.

It is advised that you assume all accountabilities and responsibilities as School Head of Upper and Lower Mabini Elementary School 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 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, the Upper and Lower Mabini 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.

ALLAN G. FARNAZO

Director IV

and concurrent Officer In-Charge
Office of the Schools Division Superintendent

Copy furnished:

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