



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-2023-0083

To: **RICHARD L. CIA**  
School Principal I

From: The Office of the Schools Division Superintendent

Subject: Designation as School Head of Concepcion Elementary School

Date: March 29, 2023

In the exigency of the service, you are hereby informed of the re-assignment from Sawata Ernandcor Central Elementary School to Concepcion Elementary School, Asuncion District effective immediately.

It is advised that you assume all accountabilities and responsibilities as School Head of Concepcion 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 Concepcion 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.



Copy furnished:

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

**ALLAN G. FARNAZO**

Director IV

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

