Office of the Schools Division Superintendent

OFFICE MEMORANDUM
No. OSDS-2023-0092

To:	**REYNALY G. SANTOS** School Principal III
From:	The Office of the Schools Division Superintendent
Subject:	Designation as School Head of Doña Carmen Soriano Elementary School
Date:	March 29, 2023

In the exigency of the service, you are hereby informed of the re-assignment from Naseco Integrated School to Doña Carmen Soriano Elementary School, Kapalong West District effective immediately.

It is advised that you assume all accountabilities and responsibilities as School Head of Doña Carmen Soriano 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 Doña Carmen Soriano 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.

DEPED DAVAO DEL NORTE
RECORDS SECTION
RELEASED
DATE: 3-31-23
BY

ALLAN G. FARNAZO
Director IV
and concurrent Officer In-Charge
Office of the Schools Division Superintendent

Copy furnished:
The Municipal Mayor
Municipality of San Kapalong
The Resident Auditor
Commission of Audit
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