



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-2023-0095

To: **ROCHELLE R. CAPON**
School Principal III

From: The Office of the Schools Division Superintendent

Subject: Designation as School Head of Carmen Central Elementary School

Date: March 29, 2023

In the exigency of the service, you are hereby informed of the re-assignment from Sto. Niño Elementary School to Carmen Central Elementary School, Carmen District effective immediately.

It is advised that you assume all accountabilities and responsibilities as School Head of Carmen Central 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 Carmen Central 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

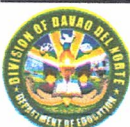
Director IV

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

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The Municipal Mayor
Municipality of San Carmen
The Resident Auditor
Commission of Audit
Planning Section
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