



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-2023-0099

To: **ANA JEAN M. ADAJAR**  
Head Teacher I

From: The Office of the Schools Division Superintendent

Subject: Designation as School Head of Benigno Q. Martir National High School

Date: March 29, 2023

In the exigency of the service, you are hereby informed of the re-assignment from Mangkay Integrated School to Benigno Q. Martir National High School, Langilan District effective immediately.

It is advised that you assume all accountabilities and responsibilities as School Head of Benigno Q. Martir National High 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.

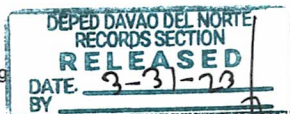
It is expected that you secure clearance from money, property and other accountabilities in your present school before reporting to your new station, the Benigno Q. Martir National High School.

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 Kapalong  
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

Page 1 of 1



Address: Mankilam, Tagum City, Davao del Norte

Telephone Number: (084) 216 0188

Website: [www.depeddavnor.ph](http://www.depeddavnor.ph) | Facebook: DepEd Davao del Norte

