



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

OFFICE MEMORANDUM
OSDS-2023-0128

To: **ROSE SHARON F. HIVERTAS**
Head Teacher I

From: The Office of the Schools Division Superintendent

Subject: Designation as Head Teacher of Carmen National High School

Date: May 26, 2023

In the exigency of the service, you are hereby informed of the re-assignment from Alia National High School to Carmen National High School, Carmen District effective immediately.

It is advised that you assume all accountabilities and responsibilities as a Head Teacher and as an Assistant to the School Principal of Carmen National High School thereby assist in 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 National High School.

In the exigency of the service and to address the shortage of teachers, you shall handle at least four (4) minor subjects.

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.

Recommending Approval:

REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent

Approved by:

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent



Copy furnished:

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

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