



Republic of the Philippines
Department of Education

REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

OFFICE MEMORANDUM
OSDS-2023-0238

To: **ERNIE L. CAAS**
School Principal IV

From: The Office of the Schools Division Superintendent

Subject: Designation as Office In-Charge of the Office of the Public Schools District Supervisor of B.E. Dujali District

Date: August 4, 2023

In the exigency of the service, you are hereby informed of your special assignment as Officer In-Charge of the Office of the Public Schools District Supervisor of B.E. Dujali District in addition to your position as School Principal of Dujali Central Elementary School, effective immediately.

As such, you are to assume all accountabilities and responsibilities as Officer In-Charge of the Office of the Public Schools District Supervisor of B.E. Dujali District including:

- The conduct of instructional supervision;
- Provision of technical assistance in school management and curriculum implementation;
- Establishing a conducive physical environment for learners and school workers;
- Sustaining strong and harmonious partnerships and collaboration among stakeholders in order to improve access to and delivery of quality basic education.

This assignment does not carry with it additional remuneration nor priority in promotion and is TEMPORARY in nature, subject to recall by this Office 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 B.E. Dujali
The Resident Auditor
Commission of Audit
Planning Section
Accounting Section
Personnel Section
Records Section

