

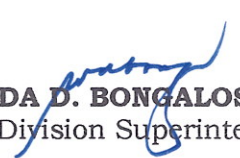


Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
MLA-2023- 122

TO : **MELCHOR B. DANIEL JR.**
Assistant School Principal
Dr. Cecilio Putong National High School

FROM : **WILFREDA D. BONGALOS PhD, CESO V**
Schools Division Superintendent 

SUBJECT : **DESIGNATION OF OFFICER-IN-CHARGE (OIC) PRINCIPAL
OF DR. CECILIO PUTONG NATIONAL HIGH SCHOOL**

DATE : **JULY 10, 2023**

In the exigency of service, you are hereby designated as the Officer-In-Charge (OIC) Principal of Dr. Cecilio Putong National High School (DCPNHS) effective immediately until such time that there shall be a newly appointed/reassigned School Principal in that school.

As Officer-In-Charge, you are expected to perform the duties and responsibilities attached to your designation and such other related functions as may be assigned to you. Specifically, you are tasked to do the following:

- sets the mission, vision, goals and objectives of the school;
- creates an environment that is conducive to teaching-learning process;
- monitors and assesses the school curriculum and accountable for higher learning outcomes;
- signs any documents, deeds, and instruments involving money for the operation of the school, such as: payment of salaries and wages of the personnel, Maintenance and Other Operating Expenses (MOOE), and others.

This designation does not carry any monetary remuneration, but this could be an avenue for your career upward progression.

For your information, guidance, and compliance.

WDB/EQA/ADMIN/atm



Address: Dampas District, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph