



Republic of the Philippines  
**Department of Education**  
 Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
 Digos City





**DIVISION MEMORANDUM**  
 No. 810, s. 2019

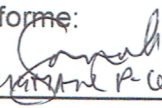
September 11, 2019

**DESIGNATION ORDER**

To: **CHRISTIAN P. GRANADA**  
 Teacher III

1. In the exigency of the service, you are hereby **DESIGNATED** as Teacher III/**SCHOOL-In-CHARGE** of **APOLANDIA ELEMENTARY SCHOOL**, Sitio Mainit, Barangay Kapatagan, Digos City.
2. This designation bears the directive that you shall perform the duties and responsibilities and other relative functions of a **School Head** pursuant to R. A. 9155 in addition to your teaching duties as Master Teacher I of the said school without additional compensation or remunerations or even priority in promotion.
3. As such, you shall earn Sick Leave, Vacation Leave and Compensatory Overtime Credits pursuant to Civil Service Rules and Regulations and Department of Education Orders. Further, your earned Service Credits shall be converted into Vacation and Sick Leave pursuant to the Civil Service rules on Leave so that you will be entitled to Monetization of Leave Credits.
4. It is understood that you shall be given additional assignments/tasks and/or reassigned/deployed within the Schools Division of Digos City in the exigency of the service.
5. Please clear yourself of money and property responsibilities from Binaton Elementary School and submit the said Clearance to the Administrative Officer V of this Schools Division Office upon assumption to duty.
6. This **Designation Order** shall take effect **upon your installation at your new school assignment**, and remains valid until revoked by a subsequent order emanating from the Office of the Schools Division Superintendent.
7. For compliance.

  
**WINNIE E. BATOON, Ed. D.**   
 Assistant Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Schools Division Superintendent

Conforme:  
  
Christian P. Granada  
09/18/19  
 Date

DepEd Schools Division of Digos City  
 RECORDS SECTION  
**RELEASED**  
 41242  
 DATE: 25 SEP 2019 TIME: 4:04 PM  
 BY: 