



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


DIVISION MEMORANDUM
No. 304, s. 2020

10 June 2020

DESIGNATION ORDER

To: **JOCELYN G. MARATA**
Master Teacher I

1. In the exigency of the service, you are hereby **DESIGNATED** as **SCHOOL-In-CHARGE** of **PEDRO V. BASALAN ELEMENTARY SCHOOL**, Barangay Tres de May, Digos City in view of the retirement of the previous School Head, Mr. Julieto C. Trazo.
2. This designation bears the directive that you shall perform the duties and responsibilities and other related 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. Moreover, the Public School District Supervisor shall provide assistance in the management and supervision of Pedro Basalan Elementary School.
4. The Maintenance and Other Operation Expenses (MOOE) shall be drawn as cash advance under the name of Mr. Francis Jude D. Alcomendras, Administrative Officer V as accountable officer. It is expected that Mr. Alcomendras shall be guided by accounting and auditing rules and regulations. Mr. Alcomendras shall coordinate with the School-In-Charge in determining items that will be funded by the Maintenance and other Operations (MOOE) based on the Annual Procurement Plan (APP) Project Procurement Management Plan (PPMP) Request for Cash Advance (RCA).
5. This **Designation Order** shall take effect immediately and remains valid unless sooner revoked by competent authority.
6. For your guidance and compliance strict compliance.


CRISTY C. EPE /
Schools Division Superintendent

Conforme:

Date

DepEd Schools Division Office - Digos City
RECORDS SECTION
RELEASED
20-58687
DATE: 25 JUN 2020 TIME: 11:19
BY: 