



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



February 23, 2021

DIVISION MEMORANDUM

No. 133, s. 2021

DESIGNATION ORDER

To: **MR. JAY PAUL B. CABURAL**
Teacher I

1. In the exigency of the service, you are hereby **DESIGNATED** as **SCHOOL-IN-CHARGE** of **Ranao Elementary School**, Digos Occidental District, Goma, 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 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. You are to submit to the Administrative Officer V the date of installation for purposes of updating the Human Resource Information System (HRIS).
6. This **Designation Order** shall take effect immediately and remains valid until revoked by a subsequent memorandum from the Office of the Schools Division Superintendent.
7. For compliance.

CRISTY C. EPE
Schools Division Superintendent

Cc: Concerned PSDS
HRMO V

Conformed:

JAY PAUL B. CABURAL

FEB. 24, 2021
Date

Schools Division Office of Digos City
OFFICE OF THE SUPERINTENDENT
RECEIVED
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DATE: FEB 23 2021 TIME: 5:05
BY: