



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



February 23, 2021

DIVISION MEMORANDUM
No. 146, s. 2021

DESIGNATION ORDER

To: **MRS. MARIA CARMELA GILLADO**
Master Teacher I

1. In the exigency of the service, you are hereby **DESIGNATED** as **School In Charge of Dawis National School**.
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 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 accountabilities from **Digos City National High School** and turn over the same to the incoming School Head of that school. Further, you are to submit to the Administrative Officer V the clearance and 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

Conforme:

Maria Carmela E. Gillado

2/24/21

Date

