



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



DIVISION MEMORANDUM
No. 462, s. 2021

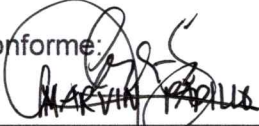
November 10, 2021

DESIGNATION ORDER

To: **MR. MARVIN PADILLO – Teacher I**

1. In the exigency of the service, you are hereby **DESIGNATED** as **SCHOOL-In-CHARGE** of **DAWIS NATIONAL HIGH SCHOOL**, Barangay Dawis, 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. Please clear yourself of money and property responsibilities from the Digos City National High 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 assumption to duty 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

Conforme: 

11/18/2021

Date

DepEd Schools Division of Digos City
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