



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
No. 116, s. 2022

February 28, 2022

**DESIGNATION ORDER**

To: **MARI MIE C. MEDINA**  
Teacher III

In the exigency of the service, you are hereby **DESIGNATED** as **School-In-Charge** of **Kapatagan National High School**, Kapatagan, Digos City, effective March 1, 2022.

You shall execute the duties and functions as School Head as mandated in RA 9155, except for the MOOE, which as of the moment, will be handled by Rosario B. Diamante, Administrative Officer IV – Cash Section.

Further, your service credits shall be converted into Vacation Leave and Sick Leave, which means you shall report during Summer and Christmas Vacation. You are entitled to five (5) days of Forced Leave and can apply for a Special Leave under CSC rules.

This Designation Order does not carry with it any additional remuneration nor priority in promotion and is subject to recall by this office when deemed necessary.

Conforme:  
*medina*  
**MARI MIE C. MEDINA**  
March 01, 2022  
Date

*[Signature]*  
**CRISTY C. EPE**  
Schools Division Superintendent

