



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. 768, s. 2022

7 June 2022

DESIGNATION ORDER

To: **LEILANI T. SEÑIRES**
Master Teacher II

1. In the exigency of the service, you are hereby **DESIGNATED** as **SCHOOL-In-CHARGE** of **DIGOS CITY SENIOR HIGH SCHOOL (SHS)**, Barangay Igpit, Digos City.
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 II, until such time that a full-fledged school head shall be assigned in the school.
3. It is understood that you will be given additional **assignments/tasks** and/or **reassigned/deployed** within the Schools Division of Digos City in the exigency of the service.
4. As such, your service credits shall be converted to Sick Leave and Vacation Leave which means, you shall report during Summer and Christmas Vacations. Further, you are entitled to apply for Monetization of Vacation Leave, Five (5) days of Forced Leave and can apply for Special Leave under Civil Service Rules and Regulations.
5. The school **Maintenance and Other Operating Expenses (MOOE)** shall be withdrawn by bonded personnel from the Schools Division Office upon issuance of a proper memorandum.
6. Moreover, the Public Schools District Supervisor shall provide you technical assistance in the management and supervision of the **DIGOS CITY SENIOR HIGH SCHOOL**.
7. This **Designation Order** shall take effect immediately and remains valid until revoked by the Schools Division Superintendent.
8. For your guidance and compliance strict compliance.


CRISTY C. EPE
Schools Division Superintendent

Conforme:

Date

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
22-86029

DATE: JUN 13 2022 TIME: 9:34 AM

BY: 

