

98531



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2023- *045*

To : **ROTSHEN V. CASILAC**
Teacher I

Subject : **DESIGNATION ORDER**

Date : February 23, 2023

In the exigency of service, you are hereby **DESIGNATED** as **School-In-Charge** of **Soong National High School**, Barangay Goma, Digos City, effective March 1, 2023.

You shall execute the duties and functions as School Head as mandated in RA 9155 and you shall prepare the necessary documents needed for your application for fidelity bond.

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.

CRISTY C. EPE
Schools Division Superintendent *for*

Cc: Concerned PSDS

Conforme:

Date

OSDS/ADMIN /HR/mfl

JepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
23-98531
DATE: FEB 28 2023 TIME: 4:54pm
BY: *[Signature]*



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396