



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



DIVISION MEMORANDUM
No. 733, s. 2018

July 30, 2018

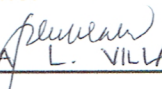
DESIGNATION ORDER

To: RIZZA L. VILLALUNA
Master Teacher I
Digos City National High School
Rizal Avenue, Barangay Zone II, Digos City

1. In the exigency of the service, you are hereby **DESIGNATED** as **ASSISTANT** to the **SCHOOL HEAD TEACHER** of **Matti National High School- Senior High School**, Barangay Matti, Digos City, effective immediately.
2. As such, you shall earn **Compensatory Overtime Credits**, when allowed by DepEd Orders, in view of services rendered. Further, your earned **Service Credits** shall be converted into **Vacation and Sick Leave** pursuant to Civil Service rules and regulations so that you will be entitled to **Monetization of Leave Credits**.
3. This designation bears the directive that you shall perform the duties and responsibilities and other relative functions of as Assistant to the School Head Teacher pursuant to **R. A. 9155** in addition to your teaching duties as Master Teacher I without additional compensation or remunerations or even priority in promotion.
4. It is understood that you will be given additional **assignments/tasks** and/or **reassigned/deployed** within the Schools Division of Digos City as the need arises.
5. This Designation Order shall be valid until revoked by subsequent memorandum issued by the Office of the Schools Division Superintendent.
6. For compliance.


WINNIE E. BATON, Ed. D., CESE.
Officer in Charge
Office of the Schools Division Superintendent

Conforme:


RIZZA L. VILLALUNA
08/01/18
Date

DepEd Schools Division Office
RELEASED
13155
Date: 6 AUG 2018 Time: 10:17
By: 