



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

April 1, 2024

DIVISION MEMORANDUM

No. 105, s. 2024

**DESIGNATION OF VILMA C. BONGAY
AS CONCURRENT PRINCIPAL OF DIPTAN ELEMENTARY SCHOOL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
SDO Section/Unit Heads
Elementary and Secondary School Heads
This Schools Division

1. In the exigency of the service and in addition to her function as Education Program Supervisor, **VILMA C. BONGAY** is hereby designated as concurrent Principal/School Head of Diptan Elementary School but without additional remuneration, effective **immediately** until a new School Principal will be assigned to the school or until rescinded/revoked by the Schools Division Superintendent.
2. For your information and guidance.

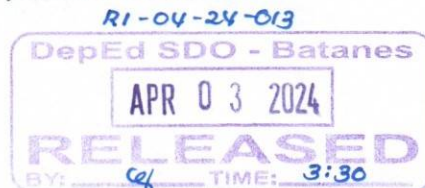

ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent

Encl: As stated
References: None

To be indicated in the Perpetual Index
Under the following subjects:

ASSIGNMENT/REASSIGNMENT

OSDS/abgj/vav/Designation
April 1, 2024



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(Enclosure to the Division Memorandum No 105 s. 2024)

TERMS OF REFERENCE


DESIGNATION	DUTIES AND RESPONSIBILITIES
School Principal	<ul style="list-style-type: none">• Take care of routinary activities in the School/Office.• Opening official communications and referring them to the School Principal• Fiscal matters and transactions that need decision-making are acted only by the School Principal.• Represent the school in his division, community & Agencies.• Signs Purchase Request and Purchase Order as per alternate Head of Procuring Entity (HOPE) for school based procurements only.

Please be guided accordingly.

Approved:


ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent

Conforme:


VILMA C. BONGAY
Education Program Supervisor

OSDS/ abgj/ vav/ Designation
April 1, 2024