



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

April 27, 2026

DIVISION MEMORANDUM

OSDS-2026- 173

DESIGNATION ORDER AS ASSISTANT SCHOOL HEAD

TO: **WINDRELL B. MONGCUPA**
Teacher III
Yabu Elementary School

1. In the exigency of the service, you are hereby designated as **Assistant School Head of Yabu Elementary School**, effective April 27, 2026.
2. This designation bears the authority to assume the powers, duties and responsibilities of the Assistant School Head and shall remain effective therein unless revoked at will for cause.
3. This memorandum does not carry with it any additional remuneration and compensation.
4. For your guidance and compliance.


JAY S. MONTEALTO, CESO VI
Schools Division Superintendent



Sunset Boulevard, Dawo, 7101 Dapitan City
0912-617-7243
www.depeddapitancity.net
dapitancity@deped.gov.ph
fb.com/DepEdDapitanCity

Doc. Ref. Code	SDO - OSDS-F001	Rev	00
Effectivity	03.18.26	Page	1 of 4

