



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

10 JUL 2023

DIVISION MEMORANDUM

No. 480 s. 2023

REMINDERS AND COMPLIANCE FOR RENEWAL/RE-ISSUANCE AND ISSUANCE OF DESIGNATION ORDER OF TEACHER-IN-CHARGE (TIC'S) FOR SCHOOL

To: OIC – Asst. Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors/Coordinators/Specialists
Public Schools District Supervisors/District -In-Charge/Caretakers
Public Elem./Secondary Schools Administrators
Teaching/Non-Teaching Personnel

1. This Office **REMINDS** all concerned on the Renewal/Re-issuance and Issuance of Designation Order for Teacher-In-Charge (TIC's). You have been reminded that Designation Order may be effective only for a maximum of one (1) year reckoned from the date of issuance. Therefore there is a need to renew or re-issue Designation Order that are deemed expired.

2. Experiences and services of TIC's who happened to have acted without official TIC Designations, **CANNOT** be counted as relevant experience for absence of such **AUTHORITY**.

3. This Office would like to emphasize that the PSDS being the District Overseer, have been delegated with authority to oversee operations in the District particularly the welfare of the School Heads and the teachers under respective jurisdictions and to ensure that all schools are running smoothly. Thus, PSDS are hereby reminded to recommend renewal of TIC designation with the following supporting documents to wit:

- Recommendation/Proposal of the PSDS for the issuance of TIC Division designation indicating the school assignment and number of teachers assigned in that particular school;
- Copy of the latest designation;
- Letter of intent of the recommendee(stating opt to choose leave credits);

4. Strict compliance and wide dissemination of this memorandum is desired.

NCO/NLR-MKP-JMA/ADS/lby
7/11/23


NERI C. OJASTRO, ED.D, CESE
Schools Division Superintendent

7/10/23



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