



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division Superintendent

May 19, 2020

DIVISION MEMORANDUM

No. 190, s. 2020

**DIVISION DESIGNATION OF TEACHER-IN-CHARGE (TIC)
BY THE SCHOOLS DIVISION SUPERINTENDENT**

TO: *Assistant Schools Division Superintendents*
Chiefs- CID & SGOD
Public Schools District Supervisors/Acting PSDSs
School Heads/Principals of Public Elementary and Secondary Schools
All Others Concerned

1. Pursuant to DepEd Order No. 42, s. 2007 entitled "Revised Guidelines on Selection, Promotion and Designation of School Heads, the Schools Division Superintendent shall designate Teacher-In-Charge in schools without Principal items. To become a Teacher-In-Charge, one must have at least three (3) years teaching experience and undergo a screening process to be conducted by the Division Office.
2. During the past school years, the designation of Teacher-in-Charge (TIC) by the Schools Division Superintendent was held in abeyance considering that there were a number of passers of the Principal's Test (both elementary and secondary) who were not yet assigned to manage a school. After the inventory conducted, these passers of the National Qualifying Examination for School Heads (NQESH) were given the preference in the issuance of the Division Designation as Teacher-In-Charge by the Schools Division Superintendent.
3. For School Year 2020-2021, this Office is announcing the submission of recommendation from the Public Schools District Supervisors for the issuance of the Division Designation of Teacher-In-Charge (for both elementary & secondary) by the Schools Division Superintendent.
4. In view of this development, the PSDSs are hereby instructed to submit their recommendees for TIC Division Designation to Dr. Desiderio V. Deligero, Chief-School Governance and Operations Division (SGOD), DepEd-Division of Bohol on or before June 15, 2020 with the following supporting documents, to wit:



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- Recommendation Letter of the PSDS for the issuance of TIC Division Designation by the Schools Division Superintendent indicating the proposed school assignment and number of teachers assigned in that particular school with proof of consultation from the Local Chief Executive of the Municipality;
- Copy of the approved District Ranking of TIC Applicants;
- Copy of the local TIC designation signed by the PSDS with approval/noted by the Schools Division Superintendent of at least one-year effectivity from the date of issuance;
- Letter of Intent of the recommendee.

5. Immediate and wide dissemination of this Memorandum is desired.


BIANITO A. DAGATAN, Ed.D., CESO V
Schools Division Superintendent 

SGOD/dvd

