



Republic of the Philippines
Department of Education
Region VII – Central Visayas
SCHOOLS DIVISION OF BOHOL

**DIVISION
Memorandum**

No. **0393**, s. 2023

August 30, 2023

DESIGNATION OF SCHOOL OFFICER-IN-CHARGE

To : Assistant Schools Division Superintendents
Heads of Functional Divisions
Education Program Supervisors
Public Schools District Supervisors
School Heads

1. As a subsequent effect of the recent massive transfer of Secondary School Heads implemented by this Division, Public Schools District Supervisors are advised to recommend to the Schools Division Superintendent as soon as possible teachers to be designated as Officer-In-Charge of the school adhering to the following policies:
 - 1.1 School Officer-In-Charge shall be selected from among the Teachers of the same school;
 - 1.2 By preference, order of priority for the recommendation shall be Teacher III. Teacher II and Teacher I may be considered in the absence of Teacher III or if the same is not interested;
 - 1.3 The recommended school OIC shall fill up the enclosed form and submit to this Office duly indorsed by the Public Schools District Supervisor;
 - 1.4 The School OIC shall have a regular teaching load;
 - 1.5 The designation of the School OIC shall automatically end upon the assumption of the qualified School Head or designation of the School In-Charge or revoked by the Schools Division Superintendent.
 - 1.6 The experience for having designated as the School OIC may be credited under relevant experience for Head Teacher Position subject to the decision of the Human Resource Personnel Selection Board.



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2. The existing Secondary Schools with designated SIC/OIC are also covered under this Memorandum and required to comply for re-issuance of their designation.
3. The Public Schools District Supervisors shall automatically act as the School Officer-In-Charge of the schools without School Head/OIC.
4. The Screening/Review Committee for the Designation of School Officer In-Charge/School In-Charge shall be the same committee created for the Transfer of School Head composed the following:

Chairman : Dr. Danilo G. Gudelosao, ASDS
Vice Chairman : Dr. Faustino N. Toradio, ASDS
Members : Dr. Carmila Restificar, Chief-SGOD
Dr. Marcela Bautista, Chief-CID
Dr. Renato Calamba, PSDSA President
Mr. Fermin Albutra, Admin Officer V

Secretariat : Ms. Judith Apale
Mr. Gerry Sagayno

5. For compliance


EVANGEL M. LUMINARIAS, PhD., CESO V
Schools Division Superintended 



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PERSONAL PROFILE

Candidate for School Officer In-Charger/School In-Charge
District: _____

A. PERSONAL

Name : _____ Position : _____
School : _____ No. of Years as Teacher : _____
PSDS : _____
No. of Teachers of school proposed school assignment : _____
Address : _____ Status : _____
email address : _____ If married : _____
Contact Number : _____ Name of Husband : _____
No. of Children : _____

B. EDUCATION

LEVEL	SCHOOL	COURSE	STATUS (Graduated/Units Earned)	HONORS RECEIVED
Elementary				
Secondary				
Graduate				
Post-Graduate				

C. WORK EXPERIENCE

Position	Company	Employment Status

Please use a separate sheet when necessary

D. AWARDS AND RECOGNITION

NAME/TITLE OF AWARD/RECOGNITION	INSTITUTION	Date Received

Please use a separate sheet when necessary

This is to certify that the foregoing are true and correct.

Signature over printed name of the candidate

