



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

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 0542, s. 2023

December 12, 2023

**INTERNAL POLICIES ON THE DESIGNATION OF
ELEMENTARY AND SECONDARY SCHOOL HEADS**

To: Assistant Schools Division Superintendents
Chief, CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary Schools Heads
All Others Concerned

1. The Schools Division of Bohol is one of the two Large Divisions in Region VII and has a total of 1,129 public schools classified as Primary Schools, Complete Elementary (with Multigrade), Complete Elementary (without Multigrade), Junior HS and Integrated SHS. In the interest of providing a defined and clear system of designating School Heads, this "**Internal Policies on the Designation of Elementary and Secondary School Heads**" is issued to the field and shall serve as a reference for future similar actions.
2. The said policies shall be indicated as a practice instituted by the Schools Division Office of Bohol recognized as PRIME-HRM (Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)) Maturity Level 2 practitioner.
2. For guidance of all concerned


EVANGEL M. LUMINARIAS Ph.D., CESO V
Schools Division Superintendent 

SDS/ASDS/OFFICE/DGG/dgg



Address: 0050 Lino Chatto Drive Barangay Cogon, Tagbilaran City,
Telephone No.: (038) 411-2544
Email Address: deped.bohol@deped.gov.ph



DepEd, Schools Division of Bohol
Internal Policy on the Designation of School Head
 Effective SY 2023 – 2024

I. Officer In-Charge (OIC)

Background	Plantilla Position	Duration	Authority	Teaching Load	Ranking
<p>Issued when the SH is on leave or attending a training/conference on official business/time or when the SDO is in the process of screening for the qualified SH to be designated.</p> <p>* 1-4 days (definite), designation of School OIC shall be issued by the SH, noted by PSDS</p> <p>* 5 and up (indefinite), OIC shall be selected by the SH, indorsed/ recommended by PSDS, approved by SDS.</p> <p>Shall be credited as relevant experience when applying for SIC.</p>	<p>Teacher</p> <p>Selected by the SH, indorsed/ recommended by the PSDS</p> <p>Teacher I, Teacher II and MTs presently designated as school head shall be on OIC Capacity only.</p> <p>Master Teachers are encouraged to pass the NQESH for them to be considered as SIC or qualified to become a full-fledged SH.</p> <p>MTs shall return to full time teaching upon assumption of a newly designated TIC, SIC or Full-Fledged school head.</p>	<p>Specific, temporary, subject to the discretion of the Schools Division Superintendent</p> <p>Designation automatically expires upon the resumption/assumption of the SH/new SH.</p> <p>Cancellation of temporary designation shall be done by the PSDS and reported to the AO V/Personnel Section for recording purposes.</p>	<p>Can make decisions on routinary matters only while critical and permanent shall be referred to the designated SH or PSDS if the new SH is yet to be designated. (Limited Authority)</p>	<p>Full regular teaching load</p>	<p>Ranking is not required</p> <p>The teacher to be designated shall conform on the recommendation.</p>

II. Teacher In-Charge (TIC)

Background	Plantilla Position	Duration	Authority	Teaching Load	Ranking
<p>Head of a Primary School (incomplete elementary) and or complete elementary with kindergarten but with multigrade or with less than 7 teachers for elementary and 15 teachers for secondary.</p> <p>Selected by the teachers themselves, indorsed/ recommended by the PSDS.</p> <p>Shall be credited as relevant experience when applying for SIC.</p>	<p>Teacher</p> <p>Selected teacher by the teachers themselves, recommended by the Cluster Head and indorsed by the PSDS</p>	<p>Temporary, subject to the discretion of the Schools Division Superintendent</p> <p>Designation automatically expires upon the assumption of the designated and qualified SH.</p> <p>Cancellation of temporary designation shall be done by the PSDS and reported to the AO V/Personnel Section for recording purposes.</p>	<p>Can make decisions on routinary matters only while critical and permanent shall be referred to the Cluster Head. (Limited Authority)</p>	<p>Full regular teaching load</p>	<p>Not required</p>

III. School In-Charge (SIC)

Background	Plantilla Position	Duration	Authority	Teaching Load	Ranking
<p>Designated as School Heads of schools with at least 7 teachers for Elementary and 15 for secondary, complete Grade Levels (Kinder- Grade 6 for Elementary, Grades 7 – 10 for Junior High School and Grades 7 – 12 for Integrated Senior High Schools)</p>	<p>Teacher, NQESH Passer or Master Teacher, NQESH Passer</p> <p>Teacher III with 5 years teaching experience.</p> <p>MTs who had been designated as SIC <i>will be</i> redesignated as OIC</p>	<p>Temporary, subject and to the discretion of the Schools Division Superintendent based on performance.</p> <p>Designation automatically expires upon the assumption of the designated and qualified SH.</p> <p>Cancellation of temporary designation shall be done by the</p>	<p>Exercises Instructional Leadership and Administrative Management (Authority, Responsibility, and Accountability)</p> <p>Exercises Instructional Supervision and school</p>	<p>With teaching load depending on the sufficiency of teachers to handle classes</p>	<p>Transferees are given priority. District ranking for transferees shall be resorted to if the number of applicants exceeds the number of vacant schools.</p>

<p>Cannot be designated as Cluster Head</p> <p>Designation shall be reflected in the Service Record.</p> <p>Shall be credited as relevant experience when applying for HT I – P4.</p> <p>SICs without teaching load can attend meetings and conferences and can be transferred to another school.</p>	<p>and may continue to serve subject to the discretion of the Schools Division Superintendent</p> <p>MTs shall return to full time teaching upon the designation/ assumption of the qualified SH.</p> <p>MTs are encouraged to pass the NQESH for them to be considered as SIC or qualified to become a full-fledged SH.</p>	<p>PSDS and reported to the AO V/Personnel Section for recording purposes.</p>	<p>management (Full Accountability)</p>		<p>District Ranking where vacancies exist is required.</p> <p>District Ranking for interested Teachers within the District in the absence of transferees.</p> <p>Qualification: Principal's Test Passers (If no Principal's Test passers, Teacher III with 5 years teaching experience may be considered)</p>
---	--	--	---	--	---

IV. Full-Fledged

Background	Plantilla Position	Duration	Authority	Teaching Load	Ranking
<p>School Head of school with complete grade levels from K-Grade 6 for elementary, Grades 7-10 for Junior High Schools and Grades 7-12 for Integrated SHS</p> <p>May be designated as Cluster Head of schools.</p> <p>Can be transferred/reassigned</p>	<p>HT I – HT VI and P I – P IV</p>	<p>Permanent</p>	<p>Exercises Instructional Leadership and Administrative Management (Authority, Responsibility, and Accountability)</p> <p>Exercise Instructional Supervision and school management (Full accountability)</p>	<p>None</p>	<p>Division Ranking</p>

anytime subject to the discretion of the SDS			Maybe designated as Cluster Head of schools		
--	--	--	---	--	--

OTHER RESPONSIBILITIES

	OIC	TIC	SIC	Full-Fledged
Transfer as School Head	No	No	Yes (No teaching load) Yes (w/ teaching load but needs load adjustment)	Yes
Leave credits	No	No	Yes (15day SL/15days VL)	Yes (15day SL/15days VL)
Service credits	Yes	Yes	No	No
Monetization	No	No	Yes	Yes
COT	No	No	In coordination with Cluster Head	Yes
Performance: OPCR/IPC	IPC	IPC Can claim plus factor as TIC	OPC	OPC
MT SIC serving as relieving teacher	No	No	Yes, if has sufficient number of teachers. No, if insufficient number of teachers	-----
Monthly Load allowance	No	No	Yes	Yes
Monthly Travel Reimbursement	No	No	Yes	Yes
Cash Advance (MOOE/Checking Account)	No	No	Yes	Yes
Fidelity Bond	No	No	Yes	Yes

DESIGNATION PROCEDURE

OFFICER IN-CHARGE (OIC)	TEACHER IN-CHARGE (TIC)	SCHOOL IN-CHARGE (SIC)
<ul style="list-style-type: none"> • 1-4 Days (School Head attending official function or on leave) - SCHOOL Head (SH) designates OIC from among the teachers - Teacher to be designated conforms to the designation - SH signs the designation, noted by the PSDS - SH shall attach the Travel Authority/Order or Memo or Approved Form 6 to the designation - PSDS shall file designation of OIC of his/her District for record and future reference • 5 or more days (SH attending official function or on leave) - SH recommends to the SDS the designation of OIC - Teacher to be designated conforms to the designation - SH attaches the Travel Authority/Order or Memo or approved Form 6 to the designation - PSDS indorses the recommendation to the SDS <p>Note: Prior to Designation of OIC, <u>Travel Authority/Order or Approved Form 6</u> had already been approved.</p> 	<ul style="list-style-type: none"> - PSDS informs the teachers of a particular school on the designation of TIC - Teachers choose one from among them and recommend, in writing, to the SDS. - Teacher to be designated conforms to the designation and attaches his/her personal profile - PSDS indorses the recommendation to the SDS - SDS issues the designation <p>Note: The recommendation shall bear the signatures of all the teachers of that school.</p> 	<ul style="list-style-type: none"> - PSDS announces to the whole District the ranking and selection of SIC for a vacant school through a District Memorandum - PSDS constitutes the District HRMPSB and submits to the Division Office for approval. - District HRMPSB conducts ranking and selection in full adherence to the standards of selecting SH - District HRMPSB submits the ranking results to the Division Office with at least 3 recommended applicants for every vacant school. <p>Note: Attached to the recommendation are the Comparative Assessment Results, Approved District HRMPSB Composition and District Memorandum for this purpose.</p>

TRANSFER AND DESIGNATION OF SCHOOL HEADS COMMITTEE


DANILO G. GUDELOSAO EdD, CESO VI
 ASDS, Chairman


FAUSTINO N. TORADIO PhD
 OIC- ASDS, Vice Chairman


MARCELA R. BAUTISTA DevEdD
 SGOD Chief, Member


CARMELA M. RESTIFICAR, Ph.D.
 CID Chief, Member


FERMIN M. ALBUTRA
AO V, Member


RENATO D. CALAMBA PhD
PSDS, Member

Approved:


EVANGEL M. LUMINARIAS PhD, CESO V
Schools Division Superintendent