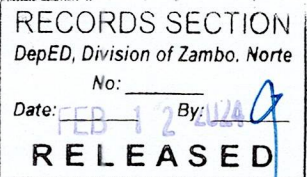




Republic of the Philippines  
Department of Education  
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



February 12, 2024

**Division Memorandum**

No. 92, s. 2024

**DESIGNATION OF SCHOOL HEAD IN PUBLIC SCHOOLS**

To: Assistant Schools Division Superintendent  
Chiefs (CID & SGOD)  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to *Chapter 1, paragraph E* of the Republic Act 9155, otherwise known as the "Governance of Basic Education Act of 2001", there shall be a school head for all public elementary schools and public high schools or a cluster thereof.
2. The school head shall be both an instructional leader and administrative manager. The school head shall form a team with the school teachers or learning facilitators for delivery of quality educational programs, projects and services. A core of non-teaching staff shall handle the school's administrative, fiscal and auxiliary services.
3. Anent this, the Schools Division Superintendent shall designate Teachers-In-Charge in schools without Principal items, **renewable every year and revocable anytime**, if necessary. 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.
4. In the absence of the School Head or Teacher-In-Charge, the designation of a School Officer In-Charge (SOIC), preferably an organic member of the teaching staff, entails a temporary and convenient arrangement intended to avert paralyzation of the day to day operations of the school and is not deemed to include the exercise of discretion as that of a regular incumbent.
5. For more information and/or clarification please contact the Personnel Section at 09108660158, email at [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph) or thru the online helpdesk at [depedzn.net/helpdesk](http://depedzn.net/helpdesk).
6. Immediate dissemination of this Memorandum is desired

**ROY C. TUBALLA EMD, JD, CESO V**  
Schools Division Superintendent



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