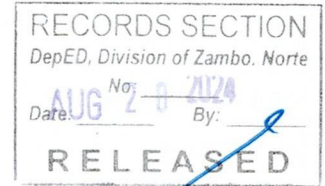




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Advisory No. 128, s. 2024

August 28, 2024

In compliance with DepEd Order (DO) No. 8 s.2013
This advisory is issued for the information of DepEd
Division of Zamboanga del Norte officials,
personnel/staff, as well as the concerned public.
(Visit www.depedzn.net)

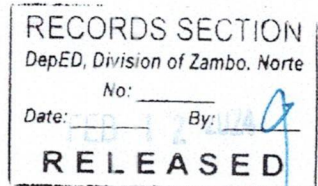
DESIGNATION OF TEACHER-IN-CHARGE IN PUBLIC SCHOOLS

1. In relation to Division Memorandum No. 92, s. 2024, particularly paragraph 3, states that "...the Schools Division Superintendent shall designate Teachers-In-Charge in Schools without Principal items, renewable every year and revocable anytime, if necessary."
2. Anent this, Public Schools District Supervisors are advised to screen and validate the effectiveness of the Designation Order of the Teacher-In-Charge assigned in your respective schools-districts and to recommend the same to the Schools Division Superintendent as soon as possible teachers to be designated as Teacher-In-Charge of the school adhering to the following principles:
 - Teacher-In-Charge shall be selected from among the Teachers of the same school;
 - 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;
 - The Teacher-In-Charge of the school shall have a regular teaching load;
 - The experience for having designated as the Teacher-In-Charge of the School may be credited under relevant experience for Head Teacher Position subject to the decision of the Human Resource Personnel Selection Board.
3. The existing Secondary Schools with designated Teacher-In-Charge are also covered under this advisory and required to comply for re-issuance of their designation.
4. For compliance.



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 or thru the online helpdesk at depedzn.net/helpdesk.
6. Immediate dissemination of this Memorandum is desired

ROY C. TUBALLA EMD, JD, CESO V
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