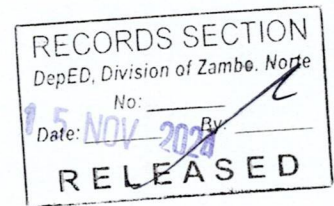




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**

November 11, 2024


Division Memorandum

No. 622, s. 2024

**LOCALIZED INTERIM PROCEDURES ON THE DESIGNATION AND RENEWAL OF  
DESIGNATION AS SCHOOL HEAD AND AS TEACHER IN- CHARGE (TIC)  
IN PUBLIC SCHOOLS**

TO : **ASDSs**  
**Chiefs, Education Supervisors**  
**Public Schools District Supervisors**  
**School Heads**, Public Elementary, Integrated & Secondary Schools  
*All Others Concerned*  
This Division

1. Consistent with paragraph 4, Chapter II of the DepEd Order No. 42, s. 2007 (*The Revised Guidelines on the Selection, Promotion and Designation of School Heads*), and the Reform Agenda 4, re: Maximization and Optimization of the Human And Financial Resources , this office issues this localized interim policy in an effort to establish an objective, evidence-based and data-driven review & assessment system for the designation and renewal of designation as School Head & Teacher In-Charge.
2. This policy supplements Division Memorandum No. 92, s. 2024 (*Designation of School Heads in Public Schools*) and the Division Advisory No. 128, s. 2024, which provides that the SDS shall designate qualified Teachers In-Charge in schools without Principal items, renewable every year and revocable anytime, whenever expedient.
3. The main feature of this policy is the establishment of a review and assessment (R&A) procedure which involves document review of relevant liquidation reports, the latest OPCRf rating, the annual accomplishment report and/or PPAs implementation report of the school head or TIC, if applicable. Its assessment component consists of a scoring system in which an applicant getting an aggregate score of at least 70 points based on specific criteria will be considered for a new or renewed designation as school head or TIC.
4. This policy shall take effect seven (7) calendar days after its signing and remain effective unless sooner revoked or otherwise superseded by future issuance.
5. Immediate dissemination of this Memorandum is earnestly desired.

  
**LOURMA I. POCULAN, EMD, CESO VI**  
Asst. Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent

SGOD-SMM&E-whi-TICreviewprocesspolicy- 034- 11112024



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843  
Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph) Website: [www.depedzn.net](http://www.depedzn.net)  
FB: DepEd Tayo- Schools Division of Zamboanga del Norte



Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure to DM No. \_\_\_s, 2024

**LOCALIZED PROCEDURES ON THE DESIGNATION AND RENEWAL OF  
DESIGNATION AS SCHOOL HEAD AND AS TEACHER IN- CHARGE (TIC)  
IN PUBLIC SCHOOLS**

**I. RATIONALE**

1. DepEd Order 42, series 2007, otherwise known as *The Revised Guidelines On the Selection, Promotion and Designation of School Heads*, provides clear policy guidance in the conduct of division-level screening for the selection, promotion of school principals. As to the designation of Teacher In-Charge however, this Order stipulates that "to become a teacher In-Charge, one must undergo a screening process to be conducted by the Division Office". The screening process for the designation of Teacher-In-Charge as well as the assignment of head teachers as school head is not provided clearly.
2. As a concomitant action, the division issues Division Memorandum No. 92, s. 2024 titled Designation of School Heads in Public Schools, and Division Advisory No. 128, s. 2024, titled Designation of Teacher In-Charge in Public Schools, to clarify the qualifications of a TIC, as well as other clauses with include the renewal and revocation.
3. The need to promulgate and adopt an interim policy covering the review process for the renewal of designation as TIC in schools without Principal items, or head teachers designated or renewed as school head, is imperative. For the record, 153 of 759 Or about 20% of our existing public elementary and secondary schools of the division are being managed by Teacher In-Charge who should have at least three years of teaching experience.

**II. SCOPE OF THE POLICY**

This policy applies only to all public elementary and secondary schools without Principal items, in which case the management of school operations is entrusted to the duly designated head teachers, or Teachers In-Charge who are classroom teachers with at least three (3) years of teaching experience.

**III. DEFINITION OF TERMS**

- a. **Designation Order** – refers to an order that designates a particular person or entity for a particular role or responsibility.
- b. **Head Teacher** – refers to a staff member of the school with greatest responsibility of the management of the school.



Address: Capitol Drive, Estaka, Dipolog City 7100

Tel. No.: (065) 212- 5843

Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

Website: [www.depedzn.net](http://www.depedzn.net)

FB: DepEd Tayo- Schools Division of Zamboanga del Norte



Republic of the Philippines  
**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

2. **Submission of application/re-application.** The application/re-application documents may be submitted anytime during working days, or within three (3) months prior to the expiration of the designation order as school head or TIC, in the case of those school heads/TICs intending to extend their services in that capacity.
3. **Composition of PSB sub-committee.** The screening sub-committee shall be composed of the PSB Vice-Chairperson, being the lead, and two (2) other members from the PSB, to serve in an interim capacity. In the conduct of document review of the pertinent documents, the sub-committee may ask the presence of any Finance staff, duly endorsed by the Budget Officer III or Accountant III, as the case may be, and the Records Officer or his duly authorized representative.
4. **Period of completion of the R & E process.** Within twenty (20) working days from receipt of the application/re-application portfolio, the sub-committee shall have completed the R & A process, as laid down in this Order.
5. **Computation of points.** Specific points are assigned to each criterion for the ranking of head teachers, or teachers- in-charge respectively, as follows:

A. For renewal of designation as school head or TIC

Criteria	Weight
Education	10
Current Performance Rating	20
Liquidation of Cash Advances	30
Compliance with Reportorial Requirements	20
Research/Innovation	10
Interview	10
TOTAL	<b>100</b>

**Education - 10**

- MA Graduate & Up - 10 pts
- MA (CAR) - 5 pts
- MA 18 units - 2 pts

**Current Performance Rating - 20 pts**

Formula :  $PR/5 * 20 = X$

PR – the current performance rating (OPCRF)

5 - highest possible rating (OPCRF)

20 - weight of the criterion



Address: Capitol Drive, Estaka, Dipolog City 7100

Tel. No.: (065) 212- 5843

Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

Website: [www.depedzn.net](http://www.depedzn.net)

FB: DepEd Tayo- Schools Division of Zamboanga del Norte



Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

- c. **Review & Assessment Process** – a local and interim process of conducting document review of relevant documents of applicants, as well as the assessment of rating of the applicants/re-applicants based on the specific points to each criterion, including the rubrics.
- d. **Rubrics** - refer to the scoring guide used to assess the qualification of applicants based on set evaluative criteria. It usually includes the rubrics for every criteria.
- e. **School Head** - a person responsible and accountable for the administrative management and instructional supervision of the school or cluster of schools. In the absence of the principal, this concept shall refer to the Teacher-In-Charge, Master teacher, or any persons officially designated as school head by the Schools Division Superintendent. (*lifted from DO 7, s. 2024*)
- f. **Teacher In-Charge**- a teacher with at least three (3) years of actual teaching who is officially designated as the one responsible or accountable to cover the administrative management and instructional supervision of the school.

#### IV. POLICY STATEMENTS

The Schools Division of Zamboanga Del Norte shall adopt localized and interim guidelines for the screening of head teachers and the qualified teachers for the designation as school head and TIC, respectively, in public elementary and secondary schools without Principal -I item.

A review and assessment (R&A) procedure which involves document review of pertinent school reports on liquidation, OPCRIF/IPCRIF, research/innovation papers, annual accomplishment report and other documents complying the reportorial requirements set by the higher offices, including the oversight agencies like COA, is hereby established. Its assessment component consists of a scoring system wherein an applicant getting an aggregate score of at least 70 points based on specific criteria will be considered for a new or renewed designation as school head or TIC, as the case may be.

#### V. PRODECURES

1. **Basic Requirements.** Any head Teachers, or qualified teachers, preferably those who are respectively stationed in the schools without Principal I item, may apply or re-apply for school head or teacher-in-charge, by directly submitting his/her letter of intent with attached relevant documents such as but not limited to liquidation performance report, transcript of records, OPCRIF/IPCRIF, copy of approved research/innovation, and relevant certifications to the HRM PSB sub-committee duly created for this purpose.



Address: Capitol Drive, Estaka, Dipolog City 7100

Tel. No.: (065) 212- 5843

Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

Website: [www.depedzn.net](http://www.depedzn.net)

FB: DepEd Tayo- Schools Division of Zamboanga del Norte



Republic of the Philippines  
**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

X – actual obtained points

**Liquidation of Cash Advances (CAs) - 30 pts**

- No delayed liquidation of Cas - 30
- 1 week delayed liquidation of CAs - 25
- 2 weeks delayed liquidation of CAs - 15
- 3 weeks delayed liquidation of CAs - 10
- 4 weeks delayed liquidation of CAs - 5
- 5 weeks delayed liquidation of CA - 1

**Compliance with the Reportorial Requirements - 20 pts**

- 100% of required reports submitted on or before due date - 25
- 91- 99% of the required reports submitted on or before due date - 17.5
- 81 -90% of the required reports submitted on or before due date - 15
- 71 -80% of the required reports submitted on or before due date - 12.5
- 61 -70% of the required reports submitted on or before due date - 10
- 60 & below of the required reports submitted on or before due date - 5

**Research/Innovation - 10 points**

- A. Concept Paper for Research/Innovation approved by SDS
- B. Research conducted/Innovation implemented
- C. Research results/Accomplishment Report prepared
- D. Analysis of results prepared for continuous improvement
- E. Results are adopted/replicated

- ABCDE are present - 10 pts
- ABCD are present - 8 pts
- ABC are present - 6 pts
- AB are present - 4 pts
- A is present - 2 pts

B. For the designation of first-time school head or teacher- in-charge

Criteria	Weight
Education	20
Current Performance Rating	30
Research/Innovation	20
Interview	15
Skills Tests (Basic CS)	15
TOTAL	<b>100</b>



Address: Capitol Drive, Estaka, Dipolog City 7100

Tel. No.: (065) 212- 5843

Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

Website: [www.depedzn.net](http://www.depedzn.net)

FB: DepEd Tayo- Schools Division of Zamboanga del Norte



Republic of the Philippines  
**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

**Education - 20**

MA Graduate & Up	-	20 pts
MA (CAR)	-	10 pts
MA 18 units	-	5 pts
MA Less than 18 units	-	2 pts

**Current Performance Rating - 30 pts**

Formula :  $PR/5 * 30 = X$

PR – the current performance rating (OPCRF)

5 - highest possible rating (OPCRF)

30 - weight of the criterion

X - actual obtained points

**Research/Innovation**

- Concept Paper for Research/Innovation approved by SDS
- Research conducted/Innovation implemented
- Research results/Accomplishment Report prepared
- Analysis of results prepared for continuous improvement
- Results are adopted/replicated

ABCDE are present	-	20 pts
ABCD are present	-	16 pts
ABC are present	-	12 pts
AB are present	-	8 pts
A is present	-	4 pts

**VI. REPEALING CLAUSE**

Any relevant division issuances, particularly Division Memorandum No. 92, s. 2024 and Division Advisory No. 128, s. 2024, which are inconsistent with these policy guidelines are hereby modified.

**VII. EFFECTIVITY.**

These local interim guidelines shall take seven (7) days after its signing and shall remain effective until sooner revoked or superseded by future issuances.



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843  
 Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph) Website: [www.depedzn.net](http://www.depedzn.net)  
 FB: DepEd Tayo- Schools Division of Zamboanga del Norte