



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
IPHO Bldg., Sudlon, Lahug, Cebu City



August 10, 2017

DIVISION MEMORANDUM

No. 513 s, 2017

**COMPETITIVE RANKING FOR TEACHER-IN-CHARGE (TIC) BOTH ELEM AND SEC  
AND RENEWAL/RE-ISSUANCE AND ISSUANCE OF TIC DESIGNATION ORDER**

To: Assistant Schools Division Superintendents  
Division Chiefs/ EPSs/Div. Coordinators  
PSDSs/District s In-Charge/Caretakers  
School Heads, Teachers (Secondary/Elementary)  
Others Concerned

1. As stipulated in DepEd Order #42, s. 2007 under Basic Policies, the SDS shall designate Teachers –In-Charge (TIC’s) in schools to effectively carry out the implementation of programs, activities and project of DepEd at the school level where an assignment of school head items seem impractical.
2. Item 4, Par.II of same DepEd Order states that to become a Teacher-In-Charge, one must have at least three (3) years teaching experience and must undergo a screening process to be conducted by the Division Office.
3. In compliance to the above policy, this Office is inviting **all interested, qualified aspirants for TIC Designation for SY 2017-2018 to submit pertinent documents for a competitive ranking** using D.O#42, s. 2007 as basis in the selection and designation of TIC’s. Submission/acceptance is from August 22-31, 2017 c/o Ms. Mae Oquina of HR. Interview and Evaluation will be on September 19-20, 2017 at the Division Office.
4. Further, experience as TIC will be credited as relevant experience for a promotion to school head position (Ref. D.O#97, s. 2011 B.5)
5. Moreover, all concerned are reminded that per Par.D of CSC Memorandum Circular No.06,s.2005, **Designation Order may be made only for a maximum of one(1) year reckoned from the date of issuance.** Therefore, there is a need to renew or re-issue Designation Orders that are deemed expired.
6. District Offices are directed to check the designations of your TICs and facilitate renewal, when necessary. However, District Supervisors are requested to recommend for **renewal ONLY THOSE TIC’s WITH VERY SATISFACTORY PERFORMANCE AS A SCHOOL LEADER** considering aspects on Funds Management/Liquidation of Cash Advances, SIP and SMEA compliance, Punctuality and attendance, observance of NO Collection Policy, School Management and Leadership, Observance of Morality Standards, etc.
7. For information dissemination, guidance and strict compliance of all concerned.

  
RHEA MAR A. ANGTUD, Ed.D, CESO VI

Schools Division Superintendent