



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



October 8, 2018

DIVISION MEMORANDUM

No. 695, s. 2018

REMINDERS AND COMPLIANCE FOR RENEWAL/RE-ISSUANCE AND ISSUANCE OF DESIGNATION ORDER FOR TEACHERS – IN – CHARGE (TIC’S)

**TO: Assistant Schools Division Superintendents
Chiefs, Functional Divisions
Education Program Supervisors/Coordinators
Public Schools Division Supervisors (PSDSs)/OICs/Caretakers
Principal/Heads of Secondary and Elementary Schools
Teachers and All Others Concerned**

1. It has come to the attention of this office that there are quite a number of TIC’s functioning or acting without authority (TIC Designation). TIC Designation is a requirement for FIDELITY BOND application; handling government money (officers) without bond is NOT ALLOWED. Acting without such authority is a simple neglect of duty which is less grave offense punishable by suspension of one month to six months on first offense and dismissal from service for the second offense per Revised Rules on Administrative Cases in the CSC Rule No. 10.
2. This is to reiterate Division Memorandum No. 205, s. 2016 and Division Memorandum No. 513, s. 2017, the Renewal/Re-Issuance and Issuance of Designation Order for Teachers – In – Charge (TIC’s). You have been reminded that Designation Order may be effective 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.
3. Experiences and services of TIC’s who happened to have acted without official TIC Designations, CANNOT be counted as relevant experience for absence of such AUTHORITY.
4. This office would like to reiterate and emphasize that PSDS’s being the extension arms of this office, have been delegated with authority to oversee operations in the District particularly the welfare of the School Heads and the teachers under respective jurisdictions and to ensure that all schools are running smoothly. Thus, PSDS’s are hereby reminded to recommend renewal of TIC designation **ONLY ON THE FOLLOWING GROUNDS:**
 - a. Performance of TICs must have been Very Satisfactory (VS) during period with official designation; the Very Satisfactory (VS) rating should be interpreted as:
 - i. NO delinquent, NO un-liquidated cash advances; and
 - ii. Honesty in declaring Tardiness, Undertime and Absences.
5. Reminders based on Division Memorandum DM No. 659, s. 2018 dated September 28, 2018, Master Teachers who are currently designated as TIC, upon the expiration of such designation, RENEWAL will NOT be allowed to maximize utilization of these MT’s in the Teaching-Learning delivery as classroom teachers.
6. PSDS are directed to submit list of TIC’s and attach latest TIC designation (Example, if a TIC has not been renewed, and the only designation is that in 2016, then that is the latest designation to be attached).
7. Strict compliance and wide dissemination of this memorandum is desired.


RHEA MARA ANGTUD, Ed.D., CESO VI
Schools Division Superintendent



April 27, 2016

DIVISION MEMORANDUM

No. 205, 2016

**RENEWAL/RE-ISSUANCE AND ISSUANCE OF DESIGNATION ORDER
AND COMPETITIVE RANKING OF TEACHER-IN-CHARGE (TIC) IN A SCHOOL**

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 2016-2017 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 May 2-16, 2016 c/o HRMO Floren Semblante. Interview will be announced after the evaluation of documents in a separate memo.
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. Holders of expired TIC Designations are advised to renew the soonest possible. District Offices are directed to facilitate renewal of TIC Designations. 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, etc.
7. For information dissemination, guidance and strict compliance of all concerned.


RHEA MARIA ANGTUD, Ed.D, CESO VI
Schools Division Superintendent



Republic of the Philippines
Department of Education
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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 MAE A. ANGTUD, Ed.D, CESO VI
Schools Division Superintendent