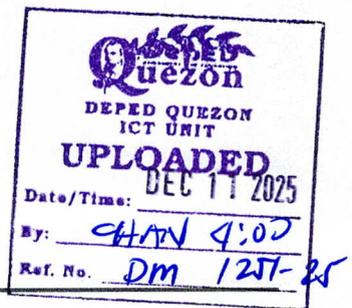




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



11 December 2025

DIVISION MEMORANDUM
DM No. 1257, s. 2025

SUBMISSION OF RECOMMENDATION LETTERS FOR THE RENEWAL OF DESIGNATION ORDERS OF TEACHER-IN-CHARGE (TIC)

To: Assistant Schools Division Superintendents
Chiefs - CID/SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with the upcoming renewal of the Designation Orders of Teacher-In-Charge (TIC) for the current school year, all Public Schools District Supervisors (PSDS) are hereby requested to submit their respective recommendation letters for the renewal of TIC designation.
2. The recommendation letter should include, but not limited to, the following details:
 - a. Name of TIC
 - b. Current position and school assignment
 - c. Reason for renewal of TIC designation
 - d. Evaluation of the TIC's performance and qualifications
 - e. Any relevant supporting documents or observations regarding the TIC's leadership and performance in school management
3. We would like to remind all PSDS to ensure that all recommendations are based on the performance and capability of the TICs to continue their leadership role in their perspective schools. This process aims to ensure that the most qualified and capable teachers continue to serve as Teacher-In-Charge for the smooth operations of our schools.
4. Immediate and widest dissemination of this Memorandum is earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Percp12/11/2025

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