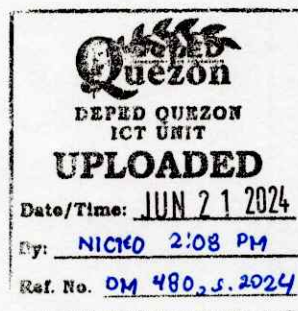




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



21 June 2024

DIVISION MEMORANDUM

DM No. 480, s. 2024

ISSUANCE OF SPECIAL ORDER FOR DESIGNATION AS TEACHER-IN-CHARGE (TIC)

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

1. Pursuant to **DepEd Order No. 5, s. 2024** titled "Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload", designation of Teachers-in-Charge (TICs) shall be supported by a duly signed designation order from the Schools Division Superintendent (SDS) specifying duties and functions, authority, accountability, and responsibility, among others.
2. Anent to this, a Special Order shall be issued to new and to be re-appointed TICs using the new template for TICs. The template can be accessed through DepEd Quezon website (<https://www.depedquezon.com.ph>) under Downloads tab (Downloads > Communication Template > Office of the Schools Division Superintendent (OSDS) > Personnel > Internal Forms > DEPEDQUEZON-SDO-PER-04-083-000).
3. Public Schools District Supervisors are hereby advised to recommend teachers who will serve as TICs for SY 2024-2025 **on or before July 5, 2024**. They shall input the details of their recommendee in the template and submit them to the Schools Division Office of Quezon Province for the approval of the SDS. The Personnel Section shall provide for the Special Order No. upon the approval of the SDS.
4. Recommendees for renewal must attach their previous advise for the reference of the Division Office.
5. Wide and immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Pertop06/21/2024

DEPEDQUEZON-TM-SDS-04-009-003



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