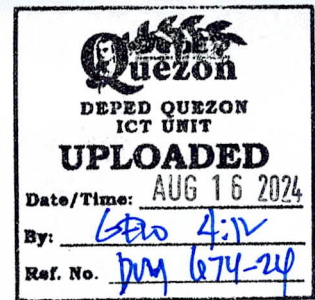




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



14 August 2024

**DIVISION MEMORANDUM**  
DM No. 674, s. 2024

**INTERIM TEMPLATE FOR THE DESIGNATION ORDER BASED  
ON DEPED ORDER 5, S. 2024**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Section Chiefs  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads

1. In line with the implementation of DepEd Order 5, s. 2024, this Office advises all School Heads to submit the Division-initiated interim Designation Order template for all ancillary services at the school level on or before August 30, 2024.
2. School Heads are advised to strictly follow DO 5, s. 2024, in designating teachers in their related teaching assignments.
3. The PSDS of their respective district must countersign under the name of ASDS.
4. The Designation Order shall be valid for one school year only and can be renewed annually depending on the availability of human resources in the school, unless there are changes in personnel, such as transferees, resignation, retirement or additional staff to assume the responsibilities.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

Parmjdf08/14/2024

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### DESIGNATION ORDER FOR TEACHING-RELATED ASSIGNMENTS

The following personnel are hereby designated to the following teaching-related assignments:

No.	Teaching-related Assignment	Name of Personnel	Position	Duties and Responsibilities	Conforme: (Signature)
<b>School Coordinator</b>					
1					
2					
3					
4					
5					
<b>Trainer/Adviser</b>					
1					
2					
3					
4					
5					
<b>Chairmanship</b>					
1					
2					
3					

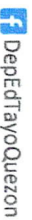
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Republic of the Philippines

## Department of Education

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No.	Teaching-related Assignment	Name of Personnel	Position	Duties and Responsibilities	Conforme: (Signature)
4					
5					

As such, the abovementioned personnel are expected to perform the key duties and responsibilities specified above. This designation order shall be valid for SY \_\_\_\_\_.

Prepared by:

School Head

Approved by:

**ROMMEL C. BAUTISTA, CESO V**

Schools Division Superintendent

ASDS in charge

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