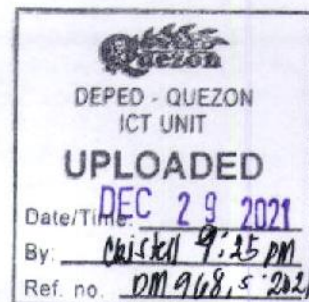




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



28 December 2021

DIVISION MEMORANDUM
DM No. 9128 s. 2021

RENEWAL OF ADVISE OF TEACHER-IN-CHARGE / OFFICER-IN-CHARGE

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

1. Pursuant to *Rule IV, Employment Status, Nature of Appointment and Other Human Resource Actions under Sec. 13, Other Human Resource Actions (CSC MC. No. 24, s. 2017), Letter C. Item No. 4. Designation, "For positions without incumbents, a designation may be made only for a maximum of one (1) year,"* this office hereby informs the currently designated Teacher-in-Charge/Officer-In-Charge whose advise has already expired, to submit a request letter for the renewal of designation.
2. Those who will request for the renewal of advise should have undergone the selection process for Teacher-in-Charge which was conducted this year and must be included in the Registry of Qualified Applicants.
3. The request for advise shall be prepared by the concerned TIC/OIC to be noted by the Public Schools District Supervisor and must be consolidated per municipality by the respective Administrative Officer II and to be forwarded to the Sub-Office / Division Office on or before **January 5, 2022**, for appropriate actions.
4. The letter request for renewal shall be attached to the consolidated requests (see attached template for consolidation)
5. Immediate and wide dissemination of this Memorandum is desired.

ELIAS A. ALICAYA, JR. EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

asdsGTM12/28/2021

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**CONSOLIDATED REQUESTS FOR RENEWAL OF ADVISE OF TEACHER – IN – CHARGE
/ OFFICER – IN – CHARGE**

MUNICIPALITY: _____

NAME	AGE	PRESENT SCHOOL	HOME ADDRESS	DATE OF LAST ADVISE

Prepared by:

Administrative Officer II