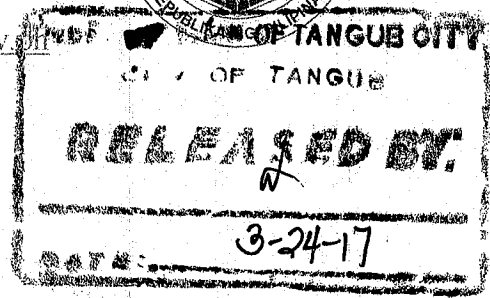
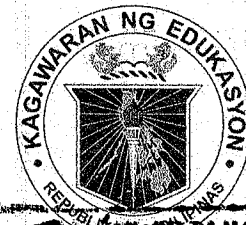


Republic of the Philippines
 Department of Education
 Region X
DIVISION OF TANGUB CITY
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Division Memorandum
 No. 64 s. 2017

To : **SDO, CID & SGOD Personnel
 School Heads
 Teaching and Non-Teaching Personnel
 This Division**

Subject: **REDESIGNATION OF OFFICER-IN- CHARGE IN THE CLUSTER SCHOOL**

Date : **March 17, 2017**

1. In the exigency of service the following teachers and redesignated as Officer-In-Charge of the Cluster Schools for school year 2017-2018.

Elementary Level

No.	Name of Officer-in-Charge	School
1.	Jose Glenn B. Payot	Matugnao ES
2.	Edgardo G. Malaubang Jr.	Sicot ES
3.	Stephen F. Honculada	Tumatyag PS
4.	Joseph H. Malalis	Guinabot ES
5.	Ivy T. Lagat	Kampit PS
6.	Elizabeth S. Virtudazo	Owayan ES
7.	Naomie C. Torillo	Balatacan Beach
8.	Lemuel D. Burlat	Salimpuno ES
9.	Roland S. Gomez	Bitoon PS
10.	Juanilda L. Torres	Katagan ES
11.	German C. Suminguit Jr.	Kimat ES
12.	Arnold V. Cañas	Baluc ES
13.	Fe T. Abella	San Antonio ES
14.	Mark O. Macahilo	Taguite ES
15.	Marlon C. Salvador	Capalaran PS

2. The officer-In-Charge will do the following functions:
 - a.) Assist the cluster head in preparing reports and other school concerns.
 - b.) Serve as school's focal person when the school principal is on official business or on leave of absence.
 - c.) Act as rater and evaluator of the IPCRF-RPMS of teachers in the school for approval of the Cluster Head.
 - d.) Conduct innovations and researchers to improve delivery of instructions and services in the school.
 - e.) Serve as resource speaker in training within or outside the division.
 - f.) Plan and conduct school level LAC session and training.
 - g.) Do related task.
3. This designation is valid for one year, renewable yearly for a maximum of five years.
4. Redesignation of Officer-In-Charge will be based on performance hence performance evaluation shall be conducted with reference to 42s. 2007 and teacher RPMS.
5. Immediate dissemination of this memorandum is desired.

VICTORIA V. GAZO, Ph.D., CESO V
 Schools Division Superintendent