



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

03 Jun 2021

DIVISION MEMORANDUM
No. 208, s. 2021

PROCEDURES FOR EVALUATION AND DESIGNATION OF SCHOOL-IN-CHARGE

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This Office informs the field of the new procedures to be followed relative to the evaluation and designation of School-In-Charge. Attached is the detailed process flow, to serve as reference.
2. This Office adheres to the Equal Employment Opportunity Principle (EEO). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
3. Immediate dissemination of the Memorandum to all concerned is enjoined.

OLGA C. ALONSABE
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

HIRING

RECRUITMENT

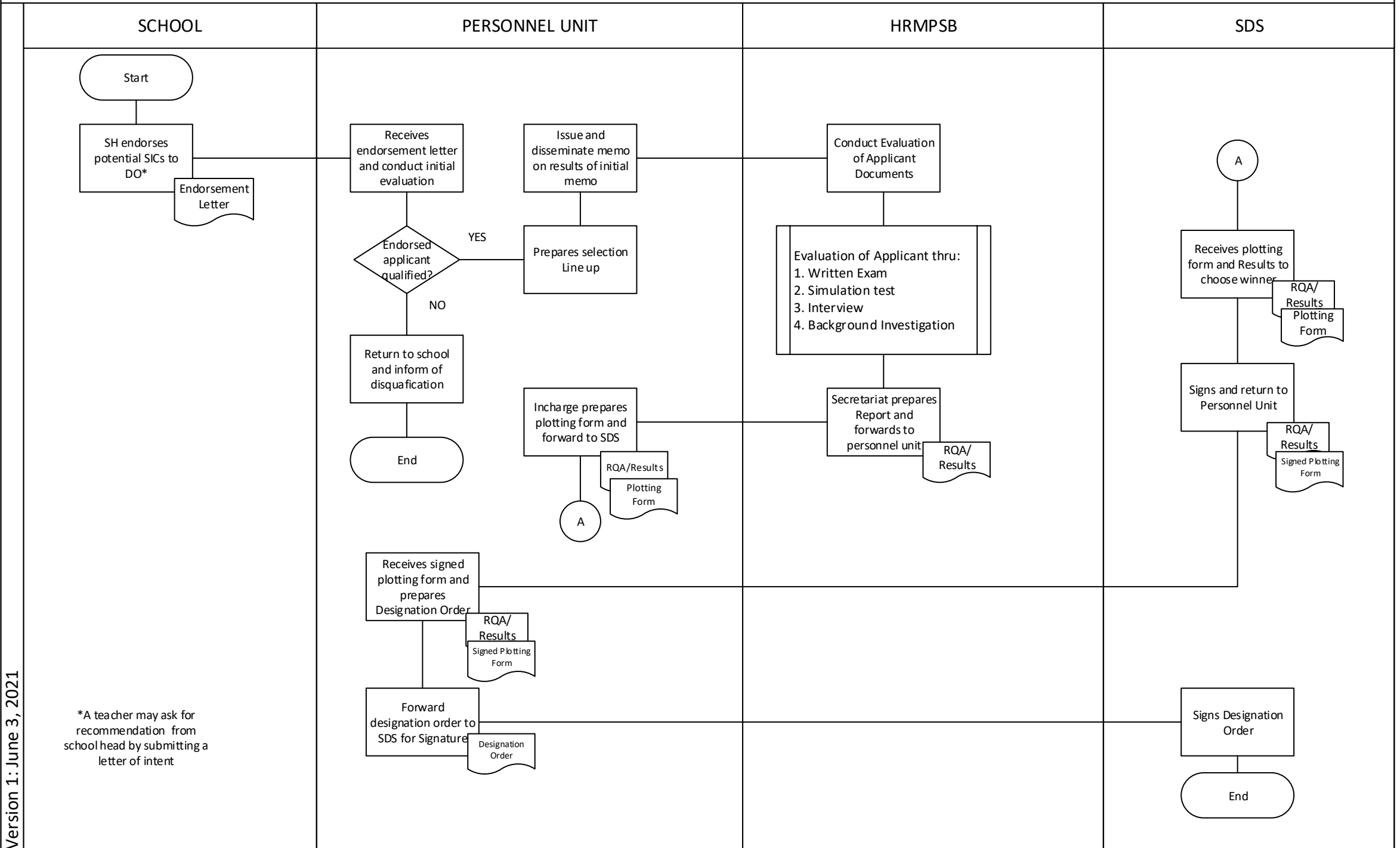
SELECTION

OSDS/AMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph

Process Flow_ Evaluation and Designation of School In-Charge (SIC)





Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure to Division Memorandum 208, s. 2021

Sample Letter endorsing teachers for designation as School-In-Charge

Letter Head

Date

OLGA C. ALONSABE

Officer-In-Charge
Office of the Schools Division Superintendent
Poblacion, El Salvador City

Dear **Dr. Alonsabe:**

Greetings!

This is to recommend the following employee/s from this school, for a designation as School-In-Charge (SIC) in any secondary school within the Division.

Name of Employee <i>(First Name Middle Name Last Name)</i>	Education	Experience <i>(indicate number of years)</i>		Training <i>(indicate number of hours)</i>		Signature of Employee
		Teaching	SIC/ TIC	Teaching	Leadership	
Juan Alcantara Cruz	33 units in Master of Arts in Education	6	0	120	4	

**Employee hereby affixed his/her signature to conform that the data provided herein are correct and that he/she is fully aware of the duties and responsibilities of the Role he/she may be designated to perform*

Sincerely,

Signature

NAME OF SCHOOL HEAD

School Head/In-Charge (Designation)

Footer

OSDS/AMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475

Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph

Duties & Responsibilities of a School Head/In-Charge

1. Supervises and directs all school teaching and non-teaching personnel
2. Manages instructional system
3. Sets up goals and objectives
4. Leads and implements educational programs
5. Organizes and conducts INSETs
6. Promotes and coordinates services for the holistic development of school personnel and pupils
7. Directs, coordinates and manages school funds according to prioritized needs
8. Assigns teachers where they best fit to teach (grades, learning areas, special assignments, etc.)
9. Requests and distributes instructional materials
10. Initiates and compiles teachers' professional documents in portfolios
11. Practices equitable distribution of teaching loads and observes teacher-learner ratio
12. Inspects regularly Daily Lesson Logs (DLL)
13. Monitors teachers upkeep of students records
14. Provides EPA compliant accommodation to learners amidst shortages
15. Prepares/consolidates reports
16. Rates all school personnel performance and recommends promotion
17. Creates committee to assess learning outcomes
18. Establishes linkages with stakeholders
19. Ensures compliance to existing laws, policies and orders of fund raising projects for the school
20. Evaluates the school plant, physical facilities fitness, safety and sufficiency with the assistance of specialists
21. Formulates intervention programs/innovations for learners development
22. Organizes special classes for learners with special needs
23. Meets parents regularly to confer/inform about school accomplishments
24. Determines the strengths, weaknesses, opportunities and threats of the school
25. Designs programs with stakeholders to address school needs
26. Recognizes accomplishments of stakeholder's
27. Promotes welfare of stakeholders'
28. Mediates and ensures resolution of conflicts in school
29. Formulates school policies with stakeholders
30. Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP)
31. Promotes school discipline with stakeholders
32. Leads the preparation of SIP/AIP and ensures participation of stakeholders

**This list is generated from the Job Description for School Head, as prescribed by the Central Office.*

Prepared by:

Certified true and correct:


ANNA MAE M. ATILLO
HRMO II

OLGA C. ALONSABE
ASDS, OIC-SDS