



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

26 Jul 2021

DIVISION MEMORANDUM
No. 291, s. 2021

**CALL FOR SUBMISSION OF LETTER OF INTENT AND INDORSEMENT FOR
SCHOOL-IN-CHARGE (SIC) DESIGNATION EFFECTIVE
SCHOOL YEAR 2021-2022**

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 is to inform the field that it shall be accepting the indorsements and/or letter of intent for School In-Charge (SIC) designation this SY 2021-2022 until **July 30, 2021 only**. This Division would like to maintain a pool of potential employees who will be trained for the school head position.
2. Sample template for indorsement to be issued by the School Head is enclosed in Division Memorandum 208, s. 2021. Template for letter of intent is attached herewith to serve as reference sample.
3. 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.
4. 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:
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



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Enclosure to Division Memorandum 291, s. 2021

Sample Letter of Intent to be designated 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 express my interest to be designated as School-In-Charge (SIC) in any secondary school within the Division for SY 2021-2022. Below is a summary of my qualification, for further review and validation.

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>	
		Teaching	SIC/ TIC	Teaching	Leadership
Juan Alcantara Cruz	33 units in Master of Arts in Education	6	0	120	4

Sincerely,

Signature

NAME OF EMPLOYEE

Position of Employee

Noted by:

Signature

NAME OF SCHOOL HEAD

School Head/In-Charge (Designation)

Footer

OSDS/AMA



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