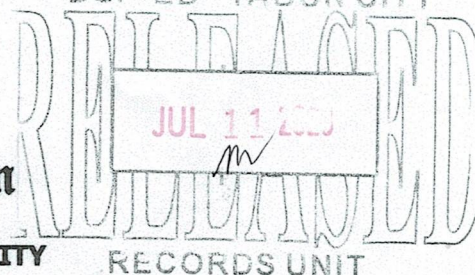




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF TABUK CITY**  
Tabuk City, Kalinga

DEP-ED - TABUK CITY



07/July/2023

Division MEMORANDUM

No. 252, s. 2023

**TERMINATION OF DESIGNATIONS AS OIC DEPARTMENT HEAD, ASST. PRINCIPAL AND ALL OTHER RELATED DESIGNATIONS ISSUED TO SCHOOL-BASED PERSONNEL**

To: Asst. Schools Division Superintendent  
Chief Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Administrative Officers  
All other concerned

1. Civil Service Commission (CSC) Memorandum Circular (MC) 14, s. 2018 on the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) Rule IV, Sections 13, Item c provided that designations are temporary movement that involves an imposition of additional and/or higher duties to be performed by a public official/employee that can be terminated anytime at the pleasure of the appointing officer/authority.

2. Hence, to ensure efficiency in the governance of the delivery of basic education services in the Schools Division of Tabuk City all issued designations as OIC Department Head, Assistant Principal/Assistant to the Principal and all other related designations that entail the designee to perform non-teaching duties and responsibilities are hereby terminated effective July 21, 2023.

3. This is to provide an avenue for top management to study the current organizational structure in the schools and learning centers and develop mechanisms to address significant issues in the placement of personnel.

4. This issuance covers the following school-based personnel:  
a. Teachers or Master Teachers designated as OIC Department Head,  
b. Teachers or Master Teachers designated as Assistant Principal or Assistant to the Principal, and  
c. Head Teachers with Department Head capacities designated as Assistant Principal or Assistant to the Principal.

5. Widest dissemination of and compliance with this memorandum is desired.

**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent

