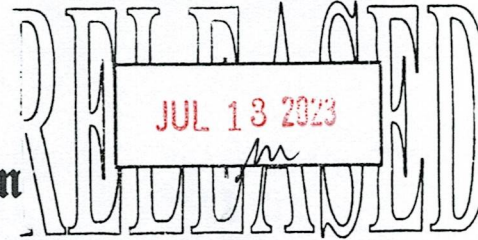




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF TABUK CITY**  
Tabuk City, Kalinga

DEP-ED - TABUK CITY



July 13, 2023

Division MEMORANDUM  
No. 260, s. 2023


**ADDENDUM TO DIVISION MEMORANDUM 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. In lieu of Division Memorandum No. 252, s. 2023 on the Termination of Designations as OIC Department Head, Asst. Principal and all other Related Designations issued to School-based Personnel, the following provisions shall be put in place on July 21, 2023:

- a. All Head Teachers designated as Asst. Principal/Asst. to the Principal, or Asst. School Head whose plantilla item is not reflected in their current/latest school are to return to the school where their plantilla item is located,
- b. Form 48 (Daily Time Record) for the month of July of the affected personnel shall be certified by the School Head of the school where their plantilla item exists. However, copy of the generated biometric report covering July 1-20, 2023 shall be retrieved from the previous school and submitted as an attachment of the July DTR.
- c. Master Teachers whose designation as OIC Department Head, Asst. Principal/Asst. to the Principal, or Asst. School Head whose designation shall be terminated on July 21, 2023 shall remain in their current/latest school regardless of where their plantilla item is located. They are to perform full-time teaching and teaching-related duties stated in the RPMS-PPST for Master Teachers.

2. For the guidance of all concerned.

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

