



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

July 30, 2024

SPECIAL ORDER

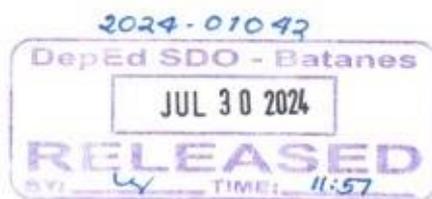
No. **031**, s. 2024

**DESIGNATION OF KATHERINE L. HOSTALLERO AS
OFFICER IN-CHARGE OF BATANES GENERAL COMPREHENSIVE HIGH
SCHOOL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
SDO Section/Unit Heads
Elementary and Secondary School Heads
This Schools Division

1. In the exigency of the service and in addition to her function as Teacher III of Batanes General Comprehensive High School, Uyugan, Batanes, **KATHERINE L. HOSTALLERO** is hereby designated as Officer In-Charge of Batanes General Comprehensive High School from **August 1, 2024** until a new School Principal will be assigned to the said school or until rescinded/revoked by the Schools Division Superintendent.
2. This designation carries with it the authority and responsibilities stated in the Terms of Reference (see Enclosure) but without additional remuneration.
3. For your information and guidance.


ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent



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(Enclosure to the Special Order No. **031**, s. 2024)

TERMS OF REFERENCE

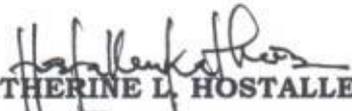
DESIGNATION	DUTIES AND RESPONSIBILITIES
Officer In-Charge of the School	<ul style="list-style-type: none">• Take care of routinary activities in the School/Office.• Opening official communications and referring them to the School Principal• Fiscal matters and transactions that need decision-making are acted only by the School Principal.• Represent the school in the division, community, Agencies and on meetings.

Please be guided accordingly.

Approved:


ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent

Conforme:


KATHERINE L. HOSTALLERO
Teacher III

OSDS/ abqj/ ebe



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