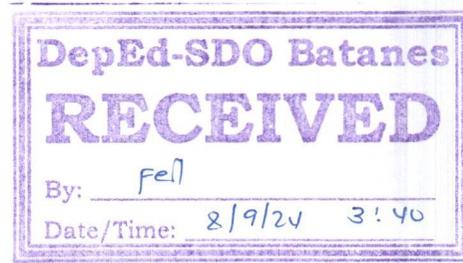




Republic of the Philippines
Department of Education
REGION II- CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES
TUKON ELEMENTARY SCHOOL
BASCO, BATANES
102314

1823



August 9, 2024

SCHOOL MEMORANDUM

No. ____, s. 2023

**DESIGNATION OF SHEILA C. SALENGUA AS TEACHER IN-CHARGE FROM
AUGUST 12-17, 2024**

To: **All Teachers
Job Order Employees
All others concerned**

1. In order to ensure the continuous smooth flow of operation and efficient of services to our clientele, you are hereby designated as school OIC in my absence on August 12-17, 2024 or until my return to office.
2. This designation carries with it the authority and responsibilities stated in the Terms of Reference (see enclosure) but without additional remuneration.
3. For information, guidance and compliance.

Approval:

Noted


JOVENCIO G. LORETO
Head Teacher III/OIC

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

Conforme:


SHEILA C. SALENGUA
Teacher III

To be indicated in the Perpetual Index
Under the following subjects:
Assignment/Reassignment

TERMS OF REFERENCE

DESIGNATION/S	DUTIES AND RESPONSIBILITIES
Teacher In-Charge	<ul style="list-style-type: none">• Assume routinely functions on top of your teaching load and operation except for matters with financial consideration.• Major issues and concerns shall be referred to the School Head for immediate and appropriate actions.• Exert effort and utmost care in discharging your duties as TIC.