




## MEMORANDUM

TO: Assistant Schools Division Superintendent  
OIC, Office of the Assistant Schools Division Superintendent  
Chief, CID and OIC Chief, SGOD  
Public Elementary and Secondary School Heads  
All Concerned

FROM:   
CHERRYLOU D. DE MESA  
OIC, Schools Division Superintendent

SUBJECT: **ANNOUNCEMENT OF THE NEWLY DESIGNATED  
TEACHERS-IN-CHARGE OF VARIOUS SCHOOLS IN THE DIVISION**

DATE: July 14, 2016

Please be informed of the designation of the Teachers-in-Charge of various schools in the Division:

MUNICIPALITY	NAME	NEW ASSIGNMENT
Amadeo	Liezel M. Bautista	Dagatan ES
	William A. Costelo	Tamakan ES
	Ronalyn V. Ambion	Salaban ES
	Emeryn G. Deri	Talon ES
Alfonso	Josefina P. Laza	Mangas ES
	Emily Fariscal	Taywanak ES
	Ma. Salome De Luna	Marahan ES
	Haidee Lyn Malimban	Kaymiskas ES
	Myra B. Malimban	Dao ES
Gen. Trias	Maricel R. Brosas	Tapia ES
	Mynalyn I. Quiacos	Pasong Kawayan II ES
Indang	Rianette O. Ydia	Kaytapos ES
	Gina C. Padua	Lumampong Balagbag ES
	Maria Edmilyn P. Ocampo	Guyam Munti ES
	Leonilo S. Villa	Bancod ES
Kawit	Bienvenida L. Pecina	Kaingen Poblacion Elementary School
Magallanes	Menviluz R. Mariano	Caluangan ES
	Bibiana P. de Guia	Cabulusan ES
Maragondon	Vilma A. De Guia	Bucal I ES
	Mary Ann M. De Luna	Bucal IV ES
Silang	Victoria Luna	Tartaria ES
	Petra Cabria	Iba ES
	Rosa Leila Belen	Batas ES

Tagaytay	Alma D. Otero	Sambong ES
	Jeanette P. Olimpiada	Dapdap ES
Ternate	Belinda B. Perez	San Juan ES
	Rodelyn Mirandilla	Parang ES

While in the service of duty, the TICs shall receive privileges enumerated below:

1. No / lesser teaching loads;
2. Leave credits, specifically
  - 10 days vacation leave
  - 5 days mandatory leave
  - 15 days sick leave
  - 3 days special privilege leave (Birthday, anniversary, etc)
  - 5 days force leave
3. Attend to Division Management Committee Meeting and other related activities;
4. Represent the school in any official gathering / event;
5. Will have fiscal autonomy especially in the implementation of MOOE expenditures; and
6. TICs in annexes may be provided with the same privilege on fiscal autonomy as per recommendation with the principal of the main school.

For your information and guidance.