

RELEASED



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City



FEB 22 2016

DepEd Angeles City
Division of City Schools

Jesus Street, Pulungbulu, Angeles City
Tel. No. (045) 322-5722; 888-0582 / Fax Nos. (045) 322-4702; 887-6099

MEMORANDUM:

February 22, 2016

TO : MRS. LEONORA Z. AGUSTIN
Head Teacher V

FROM : OIC- SCHOOLS DIVISION SUPERINTENDENT

SUBJECT : Designation as Head Teacher of
Claro M. Recto ICT High School

Effective February 23, 2016, you are hereby designated **Head Teacher** of Claro M. Recto ICT High School until such time a qualified Principal is appointed and assume the responsibilities of a full-fledged school head in the said school.

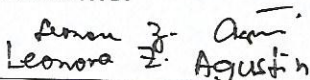
As Head Teacher, you are expected to report regularly and perform the functions of *Secondary School Head with all accountabilities stipulated in R.A. 9155 and DepEd's School-Based Management Program (SBM).*

This designation does not entail additional remuneration but maybe used for ranking purposes.

Please be guided accordingly.


LEILANI S. CUNANAN, CESO VI
OIC- Schools Division Superintendent

Conforme:


Leonora Z. Agustin

Signature Over Printed Name

Date: Feb. 23, 2016

cc: Mrs. Leonora Z. Agustin
Accounting
Planning
File