



Department of Education  
Region III  
**DIVISION OF CITY SCHOOLS**  
Angeles City




Jesus Street, Pulungbulu, Angeles City  
Tel. No. (045) 322-4702 / TeleFax No. (045)322-4106; Email Add: [angeles.city@deped.gov.ph](mailto:angeles.city@deped.gov.ph)

**RELEASED**

MAR 01 2016

**MEMORANDUM**

**To: ELIZA M. ROQUE**  
**From: THE OIC- SCHOOLS DIVISION SUPERINTENDENT**  
**Re: DESIGNATION as OIC-ENGLISH DEPARTMENT HEAD**  
**Date: March 1, 2016**

By   
Dep. Angeles City  
Division of City Schools

Effective March 4, 2016, you are hereby designated Officer-in-Charge of the English Department of this school until such time that a qualified Department Head is appointed and assume the responsibilities of a full-fledged Head Teacher in the said department.

As Officer-in-Charge, you are expected to perform the following tasks as mandated by the Key Result Area of the position:

- Assist the School Head in the preparation, implementation and evaluation of DepEd Programs, Projects and Activities
- Ensure adherence to DepEd Vision, Mission, Core values through the Orders and other issuances
- Prepare and implement the monthly instructional supervision plan
- Assist the School Head in monitoring the maximum and appropriate use of school resources
- Assist the School Head in monitoring and evaluating teachers and master teachers.
- Propose and conduct department-based training as a result of training needs analysis
- Provide technical assistance in school-related grievances/conflict resolution

**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:

Signature Over Printed Name

Date: