



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Cebu Province

**Office of the Schools Division  
Superintendent**

**December 18, 2023**

**DIVISION MEMORANDUM**

No. 558, s. 2023

**RANKING OF TEACHER/S-IN-CHARGE (TICs) FOR THE CALENDAR YEAR 2024**

**To:** Assistant Schools Division Superintendents  
Chief Education Supervisors  
Public Schools District Supervisors/District-in-Charge  
Elementary/Secondary School Heads  
All Others Concerned

**1.** The Office hereby informs the field of the submission of application documents for the Teacher-in-Charge (TIC) **designation** for the elementary and secondary levels for the **Calendar/Fiscal Year 2024**.

**2.** All interested applicants for (TIC) designation (**at least Teacher III for one school year**) shall submit the following documentary requirements to the Division HR Unit **on or before January 5, 2024** (Friday):

- a) Letter of intent addressed to the Schools Division Superintendent;
- b) Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- c) Certified true copy of valid and updated PRC ID/License;
- d) Certified true copy of eligibility/**board rating**;
- e) Certified true copy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate or post-graduate units/degrees;
- f) Certified true copies of certificates of **relevant** training on leadership and management or instructional supervision (**at least 24 hours**);
- g) Certified true copies of Certificate of Employment, Contract of Service, or duly signed **Service Record**, whichever is/are applicable;
- h) **Certified true copy of the latest CSC-approved appointment/last promotion (mandatory requirement)**;
- i) Certified true copy of the Performance Ratings in the last three (3) rating periods/calendar or school years covering three-year performance/s in the current or latest position prior to the deadline of submission (at least Very Satisfactory ratings);
- j) Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and **Data Privacy Consent Form/Waiver** pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form, notarized by an authorized official;
- k) Photocopy of NBI clearance and PSA/NSO/Birth and/or Marriage Certificate (for female applicants) must also be submitted; and



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1) Other supporting documents related to awards, research, innovations, outstanding accomplishments, duly-approved application of education, and L & D must also be inserted in the application folder (based on RPMS ratee-rater/approving authority), impertinent and irrelevant, and other documents without approval from the head of agency/authority should not be inserted in the application folders.

3. Photocopy of Transcript of Records (TOR) must be certified by the college or university registrar; PRC ID, and Board Rating results shall be certified by the issuing agency; other documents may be certified by the PSDS, ASDS or a notary public.

4. Applicants shall submit one (1) folder containing all the documents mentioned above to the HR Unit with proper tabbing. **However, applicants in the previous TIC rank list who executed or submitted waivers (refused to be assigned to the mountain schools) are discouraged from applying. Teachers-in-Charge (TICs) in the previous years whose designation orders were not renewed due to issues on liquidation and unsatisfactory performance/s are also discouraged from applying.**

5. Applicants will be assessed using **DO No. 19, s. 2022 (DepEd New Merit Selection Plan)** and **DO No. 007, s. 2023 re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education, particularly on School Administration Category, supplemented by DO Nos. 39 & 42, s. 2007.** Please refer to the attachments or enclosures. All concerned are advised to download the above-cited memos at [www.deped.gov.ph](http://www.deped.gov.ph). **Retention of scores/ratings from the previous rank list is not allowed.**

6. The point system for Comparative Assessment for the School Administration Position is indicated below:

<b>Criteria</b>	<b>Maximum Points Possible</b>
a) Education	10
b) Training	10
c) Experience	10
d) Performance	25
e) Outstanding Accomplishments	10
f) Application of Education	10
g) Application of Learning & Development	10
f) Potential (Written Test, Skills Test, BEI)	15
<b>TOTAL</b>	<b>100</b>

7. Individuals who failed to submit complete mandatory documents as herein mentioned on the set deadline indicated in this memo shall not be included in the pool of official applicants. **No additional documents shall be accepted after the set deadline, as indicated in this memorandum.**

8. The indicative timeline of the school administration/TIC designation/recruitment process/es is hereby indicated:

<b>Activities</b>	<b>Persons Responsible</b>	<b>Timeline/ Dates</b>	<b>Remarks</b>
-Submission of application folders to the HR Unit	HR/HRMPSB staff, applicants	<b>Dec. 19, 2023 to Jan. 5, 2024</b>	<b>18 calendar days</b>

-Assessment, and review/checking of the documents submitted by the applicants	HRMPSB members, HR Unit/Secretariat; Subcommittee members	<b>Jan. 8-13, 2024</b>	6 calendar days
-Conduct of the written examination and BEI	HRMPSB mandatory members	<b>Jan. 15-16, 2024</b>	2 days
-Checking/grading of the written tests given to the applicants	HRMPSB mandatory members	<b>Jan. 17-18, 2024</b>	2 days
-Consolidation of points or scores for the posting	HRMPSB mandatory members/Secretariat	<b>Jan 19-20, 2024</b>	2 days
-Posting of the Tentative Rank List	HRMPSB/HR Secretariat	<b>Jan. 22, 2024</b>	The Tentative Rank List will be uploaded to the Division website adhering to the five-day or ten-day posting period as per DO No. 19, s. 2022
Issuance of Proposals or Designation Orders	HRMPSB/SDS Office/HR Secretariat		<b>January 29, 2024 (Monday) and onwards</b>

9. Members of the HRMPSB/HR Unit/Secretariat and all other sub-selection committee members shall be given Compensatory Time-Off (CTO) or leave credits whatever is applicable for the work or services rendered on or during Saturdays/holidays or on the services rendered beyond the regular office hours (8AM to 5PM), particularly for the HR Unit staff or Secretariat.

10. Expenses that will be incurred in this activity/undertaking shall be at the **personal/own expense/s** of the members of HRMPSB particularly, snacks or meals, however, the **traveling expenses** incurred by the other members of the committee/s (school or district-based staff) who need to travel from the districts or schools, including accommodation, per diem and other incidental expenses shall be charged to the **school's MOOE or other local funds** available subject to its availability and the usual accounting and auditing rules or regulations.

11. This Memorandum serves as "Authority to Travel" for those stationed in the schools or districts or those who are involved in this activity or undertaking.

12. Please see the attachments/enclosures for further details. Wide dissemination of and **strict compliance with this Memorandum** is hereby **directed/desired**.

*Senen Priscilo P. Paulin*  
**SENEN PRISCILO P. PAULIN CESO V**  
 Schools Division Superintendent

sds/asds/vay/2023



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