



Republic of the Philippines  
**Department of Education**  
 REGION X - NORTHERN MINDANAO  
**Division of Misamis Oriental**




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**DIVISION MEMORANDUM**

No. 385, s. 2018

TO : Education Program Supervisors  
 Public Schools District Supervisors  
 Secondary and Elementary School Heads  
*This Division*

FROM :   
**RANDOLPH B. TORTOLA**  
 Schools Division Superintendent

SUBJECT : **SUBMISSION OF THE LIST OF SCHOOL IN-CHARGE WITHOUT OFFICIAL DESIGNATION**

DATE : July 18, 2018

- To enable School In-Charge to do Instructional Supervision during their vacant time, this Office shall be issuing Official Designation as School In-Charge in this division.
- In view of this, all Public School District Supervisors shall submit the list of the School In-Charge without official designation in their respective district following the format below;

Name	School-District	Position ( T1,T2,T3)	No. of Years as SIC	No. of Teachers

- Deadline of submission is on or before July 31, 2018.
- For Information and compliance.

RBT/ rom