



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

March 13, 2023

DIVISION MEMORANDUM

No. **103**, s. 2023

**DESIGNATION OF CHERYL C. BENARAO, TEACHER I
AS TEACHER-IN-CHARGE OF YAWRAN BARrio SCHOOL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
SDO Section/Unit Heads
Elementary and Secondary School Heads
This Schools Division

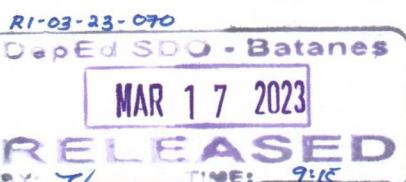
1. In the exigency of the service and in addition to her function as Teacher I, **CHERYL C. BENARAO** is hereby designated as Teacher In-Charge of **Yawran Barrio School** effective from March 13 to 17, 2023 or until such time that the School Head reports back to her office.
2. This designation carries with it the authority and responsibilities stated in the Terms of Reference (see Enclosure) but without additional remuneration.
3. For information and guidance.


EDUARDO C. ESCORPIO JR. EdD, CESO V
Schools Division Superintendent

Encl: As stated
References: None

To be indicated in the Perpetual Index
Under the following subjects:

ASSIGNMENT / REASSIGNMENT



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(Enclosure to the Division Memorandum No. 103, 2023)

TERMS OF REFERENCE

DESIGNATION	DUTIES AND RESPONSIBILITIES
Teacher-In-Charge	<ul style="list-style-type: none">• Takes care of routinary activities in your school• Opens official communications and referring them to the School Head• Fiscal matters and transactions that need decision-making are acted only by the School Head.• Represents the School Head in her school, community & Agencies.• Attends meetings and other activities called for in the division, community and other agencies.• Leads in the implementation of all teaching-learning activities.• Monitors the modular distance learning.• Submits required reports.

Please be guided accordingly.

Approved:


EDUARDO C. ESCORPIO JR. EdD, CESO V
Schools Division Superintendent

Conforme:

CHERYL C. BENARAO
Teacher I

OSDS/ecej/ebe



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