



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. ESCORPISO 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

R1-03-23-090

DepEd SDO - Batanes

MAR 17 2023

RELEASED

BY:  TIME: 9:15



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| Doc Code: | FM-ORD-005  | Rev:  | 00 |
| As of:    | Jul 2, 2018 | Page: | 1  |

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

**TERMS OF REFERENCE**

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

Please be guided accordingly.

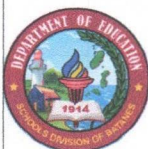
Approved:

  
**EDUARDO C. ESCORPISO JR. EdD, CESO V**  
Schools Division Superintendent

Conforme:

**CHERYL C. BENARAO**  
Teacher I

OSDS/ecej/ebe



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