



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

July 17, 2023

DIVISION MEMORANDUM
No. 205, s. 2023

**DESIGNATION OF ARNEL G. CAMACHO
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 his function as Head Teacher III/Teacher In-charge of Itbayat Central School, **ARNEL G. CAMACHO** is hereby designated as Teacher In-Charge of both the Itbayat Central School and Yawran Barrio School, effective **August 1, 2023** until a new School Principal will be assigned to the said school or until rescinded/revoked by the Schools Division Superintendent.
2. This designation carries with it the authority and responsibilities stated in the Terms of Reference (see Enclosure) but without additional remuneration.
3. For your information and guidance.

ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent



For the SDS:

GEORGANN G. CARIASO
Assistant Schools Division Superintendent
Officer In-charge

Encl: As stated
References: None

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

ASSIGNMENT/REASSIGNMENT



Address: Basco, Batanes, 3900
Contact No.: 09996027630; 09163509382
Email Address: batanes@deped.gov.ph
Website: depedbatanes.ph
Facebook: facebook.com/deped.batanes

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

(Enclosure to the Division Memorandum No. 205, 2023)

TERMS OF REFERENCE

DESIGNATION	DUTIES AND RESPONSIBILITIES
Teacher In-Charge of the School	<ul style="list-style-type: none">• Implements school curriculum & takes responsibility & accountability for higher learner outcomes.• Provides equitable opportunities for learning and introduces new & innovative modes of instruction to continually improve learning outcomes.• Administers and manages judiciously all human, physical and fiscal resources of the school.• Promotes harmonious relationship among the internal stakeholders & establishes strong linkage with the community.• Creates environment conducive to teaching and learning.• Motivates and supports teaching & non-teaching personnel through awards, recognition & incentives.• Accepts and reports gifts, donations, bequests and grant for the welfare of learners and personnel and for the improvement of the school.• Undergoes learning and development for the personal and professional advancement.

Please be guided accordingly.

Approved:

ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent

For the SDS:


GEORGANN G. CARIASO
Assistant Schools Division Superintendent
Officer In-charge

Conforme:


ARNEL G. CAMACHO
Head Teacher III

OSDS/abgj/ebe



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As of:	Jul 2, 2018	Page:	2