



Republic of the Philippines  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet



Regional Memorandum

No. 321-2016

To: **School Division Superintendents**  
All Divisions

**RELEASED**  
NOV 03 2016  
DEPED-CAR Time: \_\_\_\_\_

From:   
**BEATRIZ G. TORNO, Ph.D, CESO IV**  
Regional Director

Subject: **List of Personnel Designated as Teacher-In-Charge per Division**

Date: November 2, 2016

- Relative to profiling of Teacher In-Charge designates in all schools division offices, this Office requests the submission of a report from all SDOs following the format below:

A. Elementary

No.	Name of TIC & Position Title	Name of Elementary School & District (Annex or Extension)	No. of Permanent Teachers Handled	No. of Years Designated as TIC	Remark (Principal Passer or Not, Year Passed)
1					
2					
Etc.					

B. Secondary

No.	Name of TIC & Position Title	Name of Secondary School (Annex or Extension)	No. of Permanent Teachers Handled	No. of Years Designated as TIC	Remark (Principal Passer or Not, Year Passed)
1					
2					
Etc.					

- The said report shall be submitted on or before November 14, 2016 in hard or soft copies thru [pprd.depedcar@gmail.com](mailto:pprd.depedcar@gmail.com) & [depedcar@gmail.com](mailto:depedcar@gmail.com) or thru the Records Section, this Office.
- Immediate dissemination of this Memorandum is desired.

PPRD/pde

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-422-7434