



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 043, s. 2021

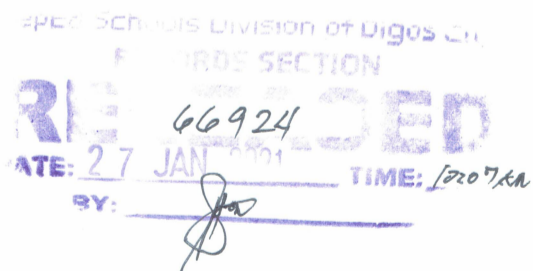
20 January, 2021

SUBMISSION OF LETTER OF INTENT FOR SCHOOL IN-CHARGE ASSIGNMENT

To: PUBLIC SCHOOLS DISTRICT SUPERVISOR
CURRENT TEACHER-IN-CHARGE/SCHOOL-IN-CHARGE

1. The past several weeks, the Schools Division Superintendent's Office has been receiving letters of intent from teachers to be considered for assignment as Teacher-In-Charge/School-In-Charge. In line with this development and in the exigency of the service, current Teacher-In-Charge/School-In-Charge are hereby directed to submit their application for purposes of issuing a new designation if found fit to continue with their present designation.
2. Concerned Public Schools District Supervisors are enjoined to inform the Teacher-In-Charge/School-In-Charge under their jurisdiction and to be present during the deliberation of their application, which shall be set by the ASDS but not later than January 29, 2021.
3. The deadline of submission of letter intent is January 27, 2021.
4. For immediate dissemination and strict compliance.

CRISTY C. EPE
Schools Division Superintendent



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