



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

December 1, 2023

DIVISION MEMORANDUM

No. 4M s, 2023

DESIGNATION OF OIC-CHIEF EDUCATION PROGRAM SUPERVISOR FOR CURRICULUM IMPLEMENTATION DIVISION (CID), PRINCIPALS-IN-CHARGE AND RESHUFFLING OF ASSIGNMENTS OF PUBLIC SCHOOLS DISTRICT SUPERVISORS AND PRINCIPALS-IN-CHARGE

To: Assistant Schools Division Superintendent
Chiefs, Functional Divisions
Division Unit Heads
School and District Heads
All other concerned

1. Pursuant to Section 13 (c) item 3 and 4 of the CSC MC 14, s 2017 otherwise known as the "2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA)" relative to the designation, herein provided below:

*xxx For position with incumbents who can not perform the duties of the position (due to xxx special assignments), the designation should be synchronized with the absence of the incumbent, unless earlier revoked or recalled by the appointing office/authority. **However, the designation of employees may be renewed every year in the exigency of the service but not to exceed two (2) years.***

*For position without incumbents, a designation may be made only for maximum of one (1) year. **However, the designation of employees may be renewed every year in the exigency of the service but not to exceed two (2) years.** xxx [Emphasis supplied]*

2. In this connection, this Office announces to the field that the designation for OIC-Chief Education Program Supervisor for Curriculum Implementation Division (CID) and Principals-In-Charge (PICs) will be opened/renewed to current or any qualified Education Program Supervisor (EPS) and Principals/Principals-In-Charge, effective **January 1, 2024**, and the same designation may be renewed **every year** thereafter in the exigency of the service but not to **exceed two (2) years**.
3. By this, the Office hereby **REVOKES all existing Special Orders** of Assignments for OIC-CID Chief and Principals-in-Charge with one (1) year or more from issuance of the said Special Orders, **effective December 31, 2023**.



