



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS
Brgy. Potol, Tayabas City



DEPED-TAY-DM-OSDS-19- 316

**TO : OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEF EDUCATION SUPERVISORS
HEADS, UNIT/SECTION
ALL OTHERS CONCERNED**

FROM : CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent

**SUBJECT : DESIGNATION OF MR. SANCHO C. CALATRAVA, EDUCATION
PROGRAM SUPERVISOR (EPS) AS OFFICER-IN-CHARGE OF
POTOL ELEMENTARY SCHOOL EFFECTIVE SEPTEMBER 23,
2019**

DATE : SEPTEMBER 20, 2019

1. To ensure continuous basic education services of Potol Elementary School in Brgy. Potol, Tayabas City, Mr. Sancho C. Calatrava, Education Program Supervisor (EPS) is hereby designated as Officer-in-Charge effective September 23, 2019 until such time that the School Principal is able to perform her duties and accountabilities as school head.
2. For the meantime, he is expected to attend to all concerns of the said school except Liquidation of the School MOOE.
3. For your information and guidance.

We, the personnel of the City Schools Division of the City of Tayabas commit to continuously SOAR HIGH.

S-atisfy customers' needs *O*-ptimize the use of ICT enabled system *A*-dvocate the promotion of healthy schools *R*-ender timely and responsive services
H-elp create a child-friendly environment *I*-ntegrate QMS in all SDO activities *G*-overn a gender sensitive and safe workplace *H*-ail quality standards



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tayabas.depedr4a.ga



(042) 710-0329 or (042) 797-0773





September 23, 2019

SANCHO C. CALATRAVA


Education Program Supervisor
City Schools Division of the City of Tayabas

MR. CALATRAVA:

Aside from your duty as Education Program Supervisor, you are hereby assigned as Officer-In-Charge of Potoi Elementary School, Tayabas City effective September 23, 2019.

As such, you will perform the following duties and responsibilities as mandated in the RA 9155 pertinent to this position. Consistent with the law, the school head shall have authority, accountability and responsibility for the following:

1. Setting the mission, vision, goals and objectives of the school;
2. Creating an environment within the school that is conducive to teaching and learning;
3. Implementing, monitoring and assessing the school curriculum and being accountable for higher learning outcomes;
4. Developing the school education program and school improvement plan;
5. Offering educational programs, projects and services which provide equitable opportunities for all learners in the community;
6. Introducing new and innovative modes of instruction to achieve higher learning outcomes;
7. Administering and managing all personnel, physical and fiscal resources of the school;
8. Recommending the staffing complement of the school based on its needs;
9. Encouraging and enhancing staff development;
10. Establishing school and community networks and encouraging the active participation of teacher organizations, non-academic personnel of public schools, and parents-teachers-community associations;
11. Accepting donations, gifts, bequest and grants in accordance with existing laws and policy of the department for the purpose of upgrading teachers/learning facilitators' competencies, improving and expanding school facilities and providing instructional materials and equipment. Such donations or grants must be reported to the division superintendent; and
12. Performing such other functions as may be assigned by the Secretary, Regional Director and Schools Division Superintendent where they belong.


CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent

Received:
Date:

Cc: Mr. Sancho C. Calatrava
Division Office File





September 20, 2019


SANCHO C. CALATRAVA
Education Program Supervisor
City Schools Division of the City of Tayabas

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CATHERINE B. TALAVERA, CESO VI
Schools Division Superintendent

Received:
Date:

Cc: Mr. Sancho C. Calatrava
Division Office File

