



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

October 25, 2024

**DIVISION MEMORANDUM**

No. **670** , s. 2024

**CONTEXTUALIZED CRITERIA FOR SELECTION AND DESIGNATION OF TEACHERS-IN-CHARGE (TICs) IN ELEMENTARY, SECONDARY, AND INTEGRATED SCHOOLS  
IN THE SCHOOLS DIVISION OF CAPIZ**



To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Program Supervisors, SGOD & CID  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. DepEd Order No. 005, s. 2024 titled **Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload**, under Guidelines and Procedures on Section V.A.1.5, provides that *"Teachers designated as Teacher-In-Charge (TIC) are considered school heads. The designation of TIC shall be supported by a duly signed designation order from the Schools Division Superintendent (SDS) specifying the duties and functions, authority, accountability, and responsibility, among others."*
2. In order to establish a pool of potential TICs and to guide the designating authority in the selection, this office, through the Human Resource Merit Promotion and Selection Board, prepared a contextualized criteria to serve as guide in the selection and designation of Teachers-In-Charge to be deployed in the different schools within the Schools Division of Capiz.
3. Enclosure No. 1 provides the said criteria.
4. In the deployment of the TICs, priority shall be given to the National Qualifying Examination for School Heads (NQESH) passers, School Heads' Academy (SHA) completers, and other applicants, in that order.
5. Expenses relative to the conduct of any activity relative to the recruitment, evaluation and selection of interested and qualified applicants shall be chargeable against local funds, subject to the usual accounting and auditing rules and regulations.



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6. Immediate dissemination of this memorandum is desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent 

Encl.: As stated

Reference: DepEd Order (No. 002, s. 2004)  
DepEd Order (No. 005, s. 2024)

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

CRITERIA

EVALUATION

SELECTION



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Enclosure No. 1 of Division Memorandum No. 670 s. 2024

**Criteria for Ranking Applicants for Designation as Teacher-In-Charge (TIC):**

Criteria	Breakdown of Points
<b>1. Education</b>  a) 36 units leading to a Master's Degree -----3 b) 42 units leading to a Master's Degree-----5 c) Complete Academic Requirements for a Master's Degree---7 d) Master's Degree ----- 9 e) 36 units leading to a Doctoral Degree-----11 f) Complete Academic Requirements for a Doctoral Degree--13 g) Doctoral Degree ----- 15  MOVs – Transcript of Records and Certification from the Registrar	<b>15</b>
<b>2. IPCRF / Performance Rating</b> <i>(latest performance rating period)</i>  MOVs – Approved latest IPCRF	<b>15</b>
<b>3. Experience</b>  Minimum QS – At least 1 year as OIC or 3 years as Teacher I, II, III or Master Teacher NQESH Passer  a) 1-2 years as OIC or 3-5 years as Teacher – 2 b) 2 yrs & 1day – 3 yrs as OIC or 5 yrs & 1day – 7 yrs as Teacher – 4 c) 3 yrs & 1day – 4 yrs as OIC or 7 yrs & 1day – 9 yrs as Teacher – 6 d) 4 yrs & 1day – 5 yrs as OIC or 9 yrs & 1day – 11 yrs as Teacher – 8 e) 5 yrs & 1day onwards as OIC or 11 yrs & 1day or more as Teacher – 10	<b>10</b>
<b>4. Research / Innovation</b>  a) Has approved proposal-----5 b) Completed-----7 c) Utilized/Implemented within the school-----8 d) Utilized/Implemented/adopted within the district – 10 <i>(at least 50% of the schools in the district)</i>  e) Utilized/Implemented/adopted within the division – 15 <i>(at least 50% of the districts in division with approval of SDS)</i>	<b>15</b>





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<b>5. Resource Speakership</b> a) School Level -----2 b) District Level ----- 4 c) Division Level -----6 d) Regional Level -----8 e) National Level -----10  MOVs – Memo, Training Matrix, Session Guide/s, Slide decks, Certificate/s Note: The points allocation shall serve as the maximum or ceiling points that may be earned for each component. The points earned from each component is cumulative to determine the total points.	<b>10</b>
<b>6. Awards / Recognition (First/Champion only)</b> a) School Level -----1 b) District Level -----2 c) Division Level -----3 d) Regional Level-----4 e) National Level-----5  MOVs – Memo or Program with List of Awardees, Certificates/s, Picture/s Note: The points allocation shall serve as the maximum or ceiling points that may be earned for each component. The points earned from each component is cumulative to determine the total points.	<b>15</b>
<b>7. Trainer / Coach (First/Champion only)</b> a) School Level -----1 b) District Level -----2 c) Division Level -----3 d) Regional Level -----4 e) National Level ----- 5  MOVs – Memo / Designation Order as Coach, Certificate/s, Picture/s Note: The points allocation shall serve as the maximum or ceiling points that may be earned for each component. The points earned from each component is cumulative to determine the total points.	<b>5</b>
<b>8. Potential</b> a) Interview -----5 b) ICT Skill Test -----5 c) Written Test -----5	<b>15</b>
<b>Total Points</b>	<b>100%</b>