



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF IMUS CITY

03 March 2026

**DIVISION MEMORANDUM**

No. 128, s. 2026

**GUIDELINES ON THE DESIGNATION OF OFFICER-IN-CHARGE  
(OIC) IN SCHOOLS**

To: OIC- Assistant Schools Division Superintendent  
OIC- CID Chief Education Supervisor  
OIC- SGOD Chief Education Supervisor  
School Heads (Public Schools)  
All Others Concerned

1. Pursuant to the School-Based Administrative Officer II (AO II) Job Description, which defines the AO II as a **non-instructional administrative support position**, and consistent with existing DepEd policies that reserve instructional leadership and School Head functions to qualified teaching and supervisory personnel, this Memorandum clarifies the protocol for designating an Officer-in-Charge (OIC) whenever the School Head is on official leave, official travel, or is otherwise unable to perform official duties.
2. To ensure continuity of instruction, effective school leadership, and sound administrative governance, the designation of Officer-in-Charge (OIC) shall be limited to qualified teaching personnel, and Administrative Officer II (AO II) personnel shall not be designated as OIC-School Head, as their position is administrative in nature and does not carry supervisory or instructional authority.
3. All Schools are hereby directed to designate the OIC in the following order of priority:
  - **Head Teacher (HT)** – preferably the most senior or highest-ranking Head Teacher in the school;
  - **Master Teacher (MT)** – preferably the most senior Master Teacher or one who has demonstrated strong leadership capability;
  - **Next Qualified Teaching Personnel** – in the absence of an HT or MT, a senior and competent teacher capable of responsibly carrying out administrative functions.
4. All The designated Officer-in-Charge shall:
  - Perform the day-to-day administrative and supervisory functions of the School Head;



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- Ensure the continuous and orderly operation of the school during the period of absence;
- Exercise sound judgment in making decisions within the limits of existing DepEd rules, regulations, and delegated authority;
- Safeguard school records, resources, and personnel welfare;
- Submit a brief written report to the School Head upon his/her return to duty.

5. This Memorandum shall take effect immediately upon issuance and shall remain in force until amended, superseded, or revoked by subsequent issuances

6. For guidance and strict compliance.



Digitally signed by  
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Date: 2026.03.03  
05:53:00 +08:00

**HOMER N. MENDOZA**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Encl.: As stated,  
Reference: As stated,

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

asu/rby/GUIDELINES

