



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
DIVISION OF GENERAL TRIAS CITY  
**LUIS Y. FERRER JR. NORTH NATIONAL HIGH SCHOOL**

23 January 2023

**SCHOOL MEMORANDUM**

No. 02, s. 2023

**DESIGNATION AS CLUSTER HEAD**

To: Ms. Gigi Lyn V. Aticaldo – English & Filipino (Cluster A)  
Ms. Elena S. Rosales – Science & Mathematics (Cluster B)  
Mr. Manolo L. Barles – AP & ESP (Cluster C)  
Mr. Ryan Edel S. Abueg – TLE & MAPEH (Cluster D)

In exigency of the service, you are hereby designated as Cluster Head of our School effective January 23, 2023, in addition to your regular teaching loads. (References: RA 1880, CSC Resolution No. 080096, DepEd Memo 291, s. 2008, DepEd Order No.16, s. 2009, R.A. 9155, Magna Carta for the Public-School Teacher, Civil Service Code).

As such, you are expected to perform the following duties and responsibilities and other related functions as may be assigned:

**Duties and Responsibilities:**

1. Initiate and lead in the implementation of activities related to the department thrust and objectives for the current school year;
2. Take lead in the consolidation and submission of reports on quarterly LOA and list of least mastered competencies and other related matters on the performance of students and of teachers in the subject area;
3. Monitor and check Lesson Exemplar of the teacher of your cluster;
4. Make sure that classes are attended to, especially whenever a colleague is absent, on official business outside the school, or on leave;
5. Guide and monitor the teachers of your cluster in fulfilling the objectives contained in the Key Result Area of the respective IPCRF;
6. Represent your cluster to the Executive Committee Meeting of the school;
7. Assess and check the grading sheets submitted by subordinates every quarter; and
8. Consolidate and submit plans and reports of your respective cluster.

This office order serves as an official document, as one of your Means of Verification (MOVs) for your Individual Performance Commitment and Review Form (IPCRF).

  
NANETH P. SALVADOR, EdD  
Principal I

NSPS / SM NO. 02, S. 2023  
01/23/23



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