



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. 03, s. 2023

**DESIGNATION AS COUNCIL HEAD**

To: Mr. Salvador B. Quigaman – Grade 7  
Ms. Sisa E. Ebillo – Grade 8  
Ms. Liezel D. Globio – Grade 9  
Ms. Nadine M. Mogol – Grade 10

In exigency of the service, you are hereby designated as Council 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. Make sure that classes in your Grade level are attended to, especially during times when a colleague is absent, on official business outside of the school, or on leave;
2. Ensure that designated environment assigned to your council is clean, safe and conducive to learning;
3. Represent in the GPTA the teachers belonging to your council;
4. Initiate moves that will contribute to the instilling of proper decorum and discipline among students and teachers in your Grade level; and
5. Consolidate and submit plans and reports of your respective council.

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. 03, S. 2023  
01/23/23



Address: Wellington Place, Phase VI, Pasong Camachile II, General Trias City, Cavite, Philippines 4107  
Contact Numbers: (046) 235-0632 / 09190664246 / 09177146495  
Email Address: 307823@deped.gov.ph

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(Enclosure 1 to the SM No. 04, S. 2023, Schools' Official Letter Head)

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