How to Change Signatory in ICS WEBSITE

1. Determine if the incoming school head was a school head at their previous station.
2. If the incoming school head is a first-time school head or a teacher becoming a temporary OIC, only the appointment, reclassification, or designation is required.
3. If they were already a school head before, division clearance and reclassification are required.
4. Message Patrick Da Jose Valdellon or John Mark Lising and provide the said documents, including the school head's contact number.
5. Wait for changes.