
	<p style="text-align: center;">Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet</p> <p>Tel.No. - 422 6570 Email Add- benguet@deped.gov.ph</p>		<p>Document Code: SDO-BENG-QF-OSDS-SDS-004</p> <p>Revision: 00</p> <p>Effectivity date: 09-03-2018</p>
<p style="text-align: center;">Division Memo No. <u>36</u> s. <u>2019</u></p>		<p style="text-align: right;">Name of Office: OSDS-Personnel Section</p>	

February 6, 2019

TO: All Public Schools District Supervisors
 All Public Schools District Coordinators
 Principals/Head Teachers/OICs/TICs

FEB 12 2019
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SUBJECT: REMINDING OF POLICIES AND ITS RIGID COMPLIANCE IN SUBMITTING
 RECOMMENDATIONS AND APPOINTMENTS (UNDERSCORING) FOR
 SUBSTITUTE APPOINTMENTS

1. As empowered educational leaders and as co-partners in the Human Resource Management aspect, the SDO of Benguet reminds policies regarding the submission of recommendation for substitute teachers alongside with the appointment of the concerned teacher which aims to facilitate the required timeline set for subsequent submission viz – a – viz compliance to rules and regulations of oversight agency, the Civil Service Commission.
2. It has been noticed that several appointments are being submitted in the Office for processing and signature already almost to lapse beyond the 30-day reglamentary period for submission to the CSC for attestation.

Section 19 of the 2017 Omnibus Rules on Appointments and Other Human Resource Action (ORAOHRA), Revised 2018 states that, “ An appointment shall be submitted to the Commission within thirty (30) calendar days from the date of issuance”. Paragraph 2..”The delay in the submission of appointment to the CSC Filed Office shall not be taken against the appointee. The effective date of appointment shall not be adjusted based on the delay...However, the responsible Official who caused the delay in the submission or non-submission of the appointment may be held administratively liable for neglect of duty”.

3. It is the responsibility of the concerned school head in submitting (thru the Records Section) the recommendation and appointment of substitute teachers for that matter without delay, within a maximum of five (5) days from the effectivity (not the date the leave will end) of the teacher’s leave with complete supporting documents per checklist distributed and can be downloaded from the Personnel FB Account.
4. In the case of Maternity and Sick Leave, the period of leave should jibe with the Medical Certificate preferably signed by a government physician. Medical Certificate as an attachment should not be altered.
5. Wide dissemination of this Memo and utmost cooperation of all concerned is requested.

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 Department of Education
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6. Be guided accordingly.

2-6-19

MARIE CAROLYN B. VERANO, CESO VI
 Schools Division Superintendent

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

SUBSTITUTE APPOINTMENTS

RECOMMENDATION

FORM 6

Osds/personnel/hrmo