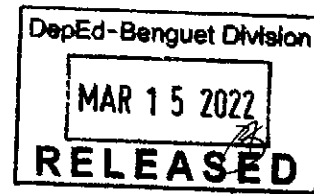




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Benguet



March 14, 2022

DIVISION MEMORANDUM
 NO. 085 S. 2022

TO: All Public Schools District Supervisors
 District Coordinating Principals
 Elementary and Secondary School Heads/IU Schools
 All Others Concerned

**REITERATING POLICIES AND ITS RIGID COMPLIANCE IN SUBMITTING RECOMMENDATIONS
 AND APPOINTMENTS FOR SUBSTITUTE TEACHERS**

1. As empowered educational leaders and as co-partners in the Human Resource Management aspect, SDO would like to reiterate its policies regarding the submission of recommendations and appointments for substitute teachers which aims to facilitate the required timeline set in compliance to the rules and regulations in the CSC'S 2017 Omnibus Rules On Appointments and Other Human Resource Actions (ORAOHRA), Revised July 2018, and in turn facilitate the benefits due to an employee.
2. It has been noticed time and again that several appointments are being submitted in the Office for processing already almost to lapse beyond the 30-day reglementary period, much so not properly accomplished, like simple signature of teacher or school head, dates and others.

Section 19 of the 2017 ORAOHRA, Revised 2018 states that: "An appointment shall be submitted to the Commission within thirty (30) calendar days from the date of issuance. In case of appointments issued by accredited/deregulated agencies, the Report on Appointments Issued (RAI) together with the CSC copy of appointments issued during the month and the required attachments shall be submitted on or before the 30th day of the succeeding month".

"The delay in the submission of appointment or RAI to the CSC FO shall not be taken against the appointee. The effective date of appointment shall not be adjusted based on the delay, thus the original date of appointment shall be retained. However, the responsible officials who caused the delay in the submission or non-submission of the appointment may be held administratively liable for neglect of duty."

"Furthermore, the delay in the submission or non-submission of RAI may be reflected by the CSC Field Director concerned as critical incident in the Agency



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Capability Evaluation Card (ACEC) and may result in the revocation of the accredited/deregulated status of the agency”.

NOTE: SDO Benguet is already accredited/deregulated per CSC Resolution No. 2200150, s. 2022, dated January 26, 2022.

3. Along this vein, it is the responsibility of the school head to submit the recommendation early enough or through email: personnel.sdobenguet@gmail.com since once the recommendation is approved, the appointee will in turn be contacted immediately for the preparation of his/her documents. Likewise, appointments should be hand carried for on-the-spot checking and for corrections to be explained accordingly. Hence, documents involving appointments shall not be left with the Security Guard and shall not be brought to the Office during weekends and/or holidays because these are delicate in nature. Take note also that in case of late submission, effectivity of such appointment will be on the date received by the personnel-incharge with complete documents and are accomplished properly. Checklist can still be downloaded at **SDO-Benguet Personnel Section** or through https://bit.ly/sdobeng_forms
4. In the case of Maternity and Sick Leave, the period of leave should jibe with the Medical Certificate (CS Form No. 211, revised 2018) preferably signed by a government Physician. As agreed during the Division Executive Committee (DEXECOM) meeting, a leave filed in order to be entitled for a substitute teacher should be at least with a minimum number of 30 calendar days. **Should there be clarifications and/or concerns on the above, kindly make efforts to bring it to our attention as a way of partnership rather than spending time waiting for call-ups.**
5. Wide dissemination of this Memo and utmost cooperation of all concerned is requested.

GLORIA B. BUYA-AO
Schools Division Superintendent

Ref. Div. Memo No. 36, s. 2019 (“Reminding of Policies and Its Rigid Compliance in Submitting Recommendations and Appointments (Underscoring)For Substitute Appointments”)

Osd/s/personnel team/hrmo



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