
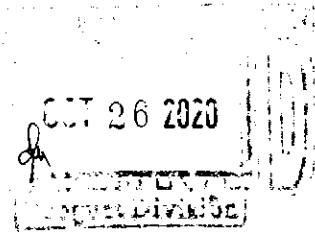
	<p>Republic of the Philippines Department of Education Cordillera Administrative Region <b>SCHOOLS DIVISION OF BENGUET</b> Wangal, La Trinidad, Benguet</p> <p>Tel.No. - 422 6570    Email Add- benguet@deped.gov.ph</p>		<p>Document Code: SDO-BENG-QF-OSDS-SDS-004</p> <p>Revision: 00</p> <p>Effectivity date: 09-03-2018</p>
<p><b>DIVISION MEMORANDUM NO. <u>214</u> s, 2020</b></p>		<p>Name of Office: <b>OSDS-Personnel Section</b></p>	

**TO:** All PSDSs/District Coordinating Principals  
Elementary and Secondary School Principals  
Head Teachers and Teachers

**DATE:** October 19, 2020

**FROM:**   
**BENILDA M. DAYTACA, EdD, CESO VI**  
OIC-Schools Division Superintendent



**SUBJECT: INTERNAL GUIDELINES VIS-À-VIS ISSUANCE OF AN APPOINTMENT AS SUBSTITUTE TEACHER FOR THOSE GOING ON MATERNITY LEAVE**

1. DepEd Memorandum No. 29, s. 2007 entitled: "Hiring of Substitute Teachers For Those Who Go On Maternity Leave" continuously supports the thrust of the Department in the delivery of uninterrupted quality basic education. It also emphasized the hiring of substitute teachers in place of those teachers who go on maternity leave.
2. Rule IV, letter c of the "2017 Omnibus Rules On Appointments and Other Human Resource Actions (ORA-OHRA), Revised July 2018 states that a substitute is a status of appointment/employment issued when the regular incumbent of a position is temporarily unable to perform the duties of the position, as when the incumbent is on an approved leave of absence. Thereby a qualified and licensed substitute appointee shall be entitled to the salaries and benefits attached to the position.
3. In this case, effective immediately, all teachers going on maternity leave who are to be substituted must submit the following:
  - a. CS Form 6 (Leave Form), with complete details
  - b. Form 41 duly signed by a government physician or the teacher's attending physician indicating the period covering the maternity leave for availment.
4. School and district clearances of the teacher on maternity leave should also be attached upon submission.
5. School Heads of teachers who are to go on maternity leave should submit the documents stated earlier, 2 weeks before the expected date of delivery. In case of emergency leave, documents shall be submitted immediately within 1 week after the first day of said emergency leave.
6. Attached as Annex A is the process flow in the processing of appointment of substitute teachers. Another is Annex B. the quality form for the School Heads to notify the office about the vacancy and to recommend a possible substitute teacher. Annex "C" is the checklist of requirements for the approval/issuance of appointment.
7. Strict compliance with this Memorandum is directed.

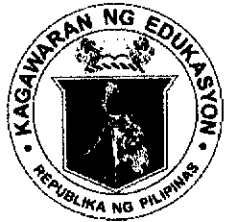
To be indicated in the Perpetual Index  
under the following subjects:

FUNDS

LEAVE

SUBSTITUTE TEACHER

OFFICIALS



Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
 SCHOOLS DIVISION OF BENGUET



Document No.: SDO-BENG-PM-OSDS-PER-006  
 Revision No.: 01  
 Name of Office: OSDS-PERSONNEL  
 Position Title: AO IV (Susan CJ Dawang)  
 Effective Date: September 10, 2019

**PROCESS FLOW**  
**PERSONNEL ACTIONS**  
*(Processing of Appointment Documents for Substitute Teachers)*

**Process Flow Details**

SUPPLIER	INPUT	PROCESS	RESPONSIBLE PERSON	OUTPUT	CUSTOMER
School Head/ PSDS Appointee	Notice of Vacancy	<p>START</p> <p>Check completeness of supporting documents</p> <p>Complete/Accurate?</p> <p>N → Return for compliance → END</p> <p>Y → Let it be received to the Record's section</p>	AO IV (Susan CJ Dawang)	Checked Notice of Vacancy Documents	Record's Section
Records Section	Checked Notice of Vacancy Documents	Certify availability of funds	Accountant III	Certified Notice of Vacancy as to availability of funds	SDS
SDS	Approved Notice of Vacancy	<p>-Furnish Approved Notice of Vacancy to the concerned School Head/ Employee</p> <p>-Inform appointed personnel to submit appointment supporting documents</p> <p>A-1</p>	AO IV (Susan CJ Dawang)	Approved Notice of Vacancy	School Head/ PSDS Appointee

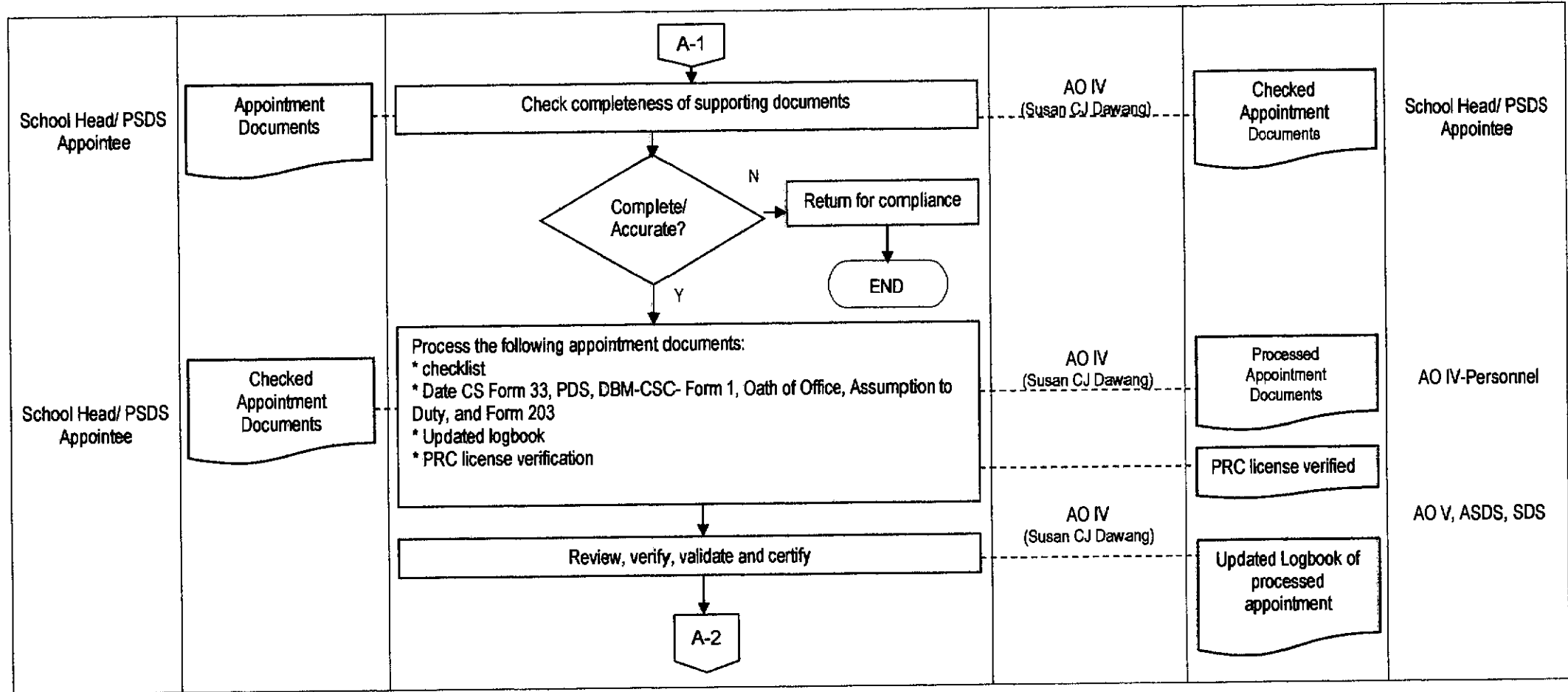


Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
 SCHOOLS DIVISION of BENGUET



**Document No.:** SDO-BENG-PM-OSDS-PER-006  
**Revision No.:** 01  
**Name of Office:** OSDS-PERSONNEL  
**Position Title:** AO IV  
 (Susan CJ Dawang)  
**Effective Date:** September 10, 2019

**PROCESS FLOW**  
**PERSONNEL ACTIONS**  
*(Processing of Appointment Documents for Substitute Teachers)*



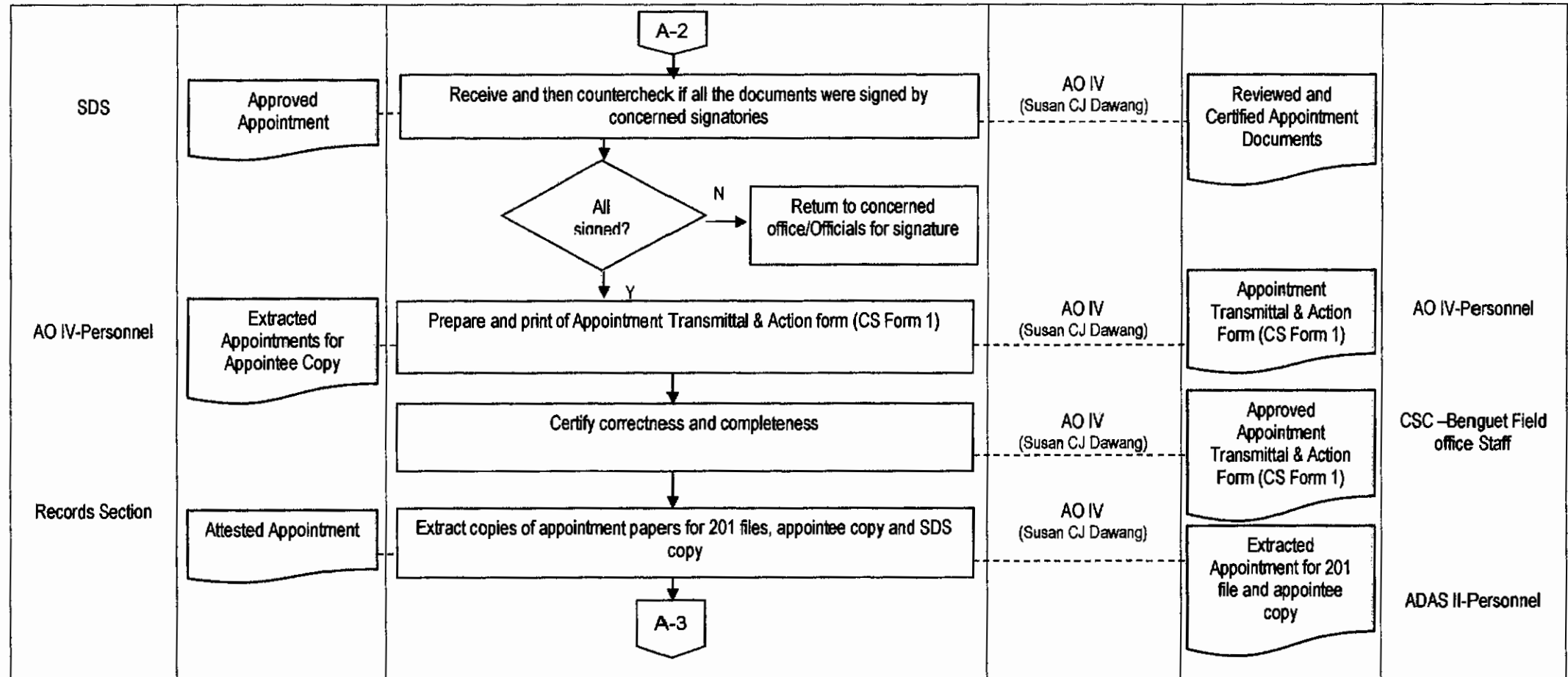


Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
 SCHOOLS DIVISION OF BENGUET



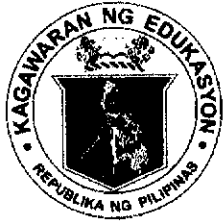
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**Position Title:** AO IV (Susan CJ Dawang)  
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**PROCESS FLOW**  
**PERSONNEL ACTIONS**  
*(Processing of Appointment Documents for Substitute Teachers)*



*This Document Contains Information Proprietary to The Schools Division Office-Benguet and issued with Strict Confidentiality. Any Disclosure, Copy or Distribution is Strictly Prohibited, Except Upon Permission Issued by The Agency Concerned.*

<b>Document Control Indicator</b>	
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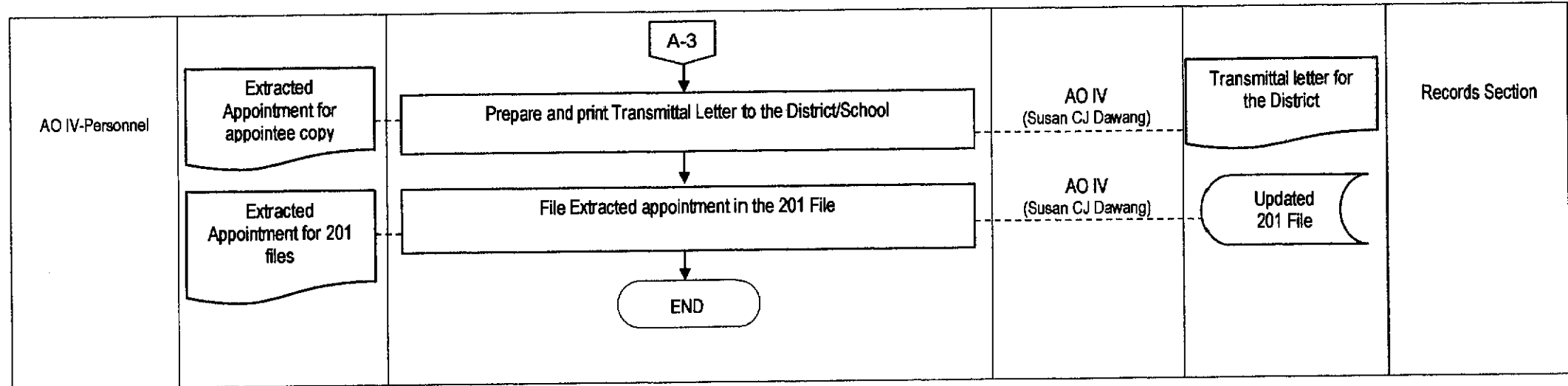


Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
 SCHOOLS DIVISION OF BENGUET





Document No.: SDO-BENG-PM-OSDS-PER-006  
 Revision No.: 01  
 Name of Office: OSDS-PERSONNEL  
 Position Title: AO IV (Susan CJ Dawang)  
 Effective Date: September 10, 2019

**PROCESS FLOW**  
**PERSONNEL ACTIONS**  
*(Processing of Appointment Documents for Substitute Teachers)*



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	Republic of the Philippines Department of Education Cordillera Administrative Region <b>SCHOOLS DIVISION OF BENGUET</b> Wangal, La Trinidad, Benguet _____ (School/District)		Document Code: SDO-GQF-QF-OSDS-PER-012 Revision: 00 Effectivity date: 09-03-2018
	<b>NOTICE OF VACANCY DUE TO LEAVE</b>		Name of Office: <b>OSDS-PERSONNEL UNIT</b>

Name of Incumbent: \_\_\_\_\_

PSIPOP Item Number:  
OSEC-DECSB-\_\_\_\_\_

Position Title: \_\_\_\_\_

Station \_\_\_\_\_  
(School/District) (Address of School)Grade / Year Assignment: \_\_\_\_\_  
(Indicate whether H.E., Primary, Academic, Intermediate, Subject Area)\_\_\_\_\_  
(Nature of Leave) (Inclusive Period)\_\_\_\_\_  
(Name of Recommendee) (Address of Recommendee)Educational Qualification(s): \_\_\_\_\_  
(Course) (Major/Minor)Civil Service Examination: \_\_\_\_\_  
(Title of Examination) (Year Taken) (Rating) (Place)\_\_\_\_\_  
(Status/Nature of Appointment whether original, reappointment, promotion, transfer, renewal, re-instatement, etc.)Teaching Experience: \_\_\_\_\_  
(School/s) (Period) (Performance Rating)**COMMENTS/REMARKS**\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
School Head**Funds Available:****FLORINDA C. PAGOY**  
Accountant III**Approved:****BENILDA M. DAYTACA, EdD, CESO VI**  
Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

FIRST DAY OF SERVICE: \_\_\_\_\_

Attachments: 1. LET/PBET Rating (photocopy) 3. Photocopy of RQA (for Teacher I)  
2. Unexpired License (photocopy) 4. Form 41 of the Incumbent (Photocopy)Contact # of the School Head: \_\_\_\_\_  
Contact # of the Substitute Teacher: \_\_\_\_\_



Republic of the Philippines

**Department of Education**  
**CORDILLERA ADMINISTRATIVE REGION**  
**SCHOOLS DIVISION of BENGUET**



**Document No.:** SDO-BENG-QF-OSDS-PER-001A  
**Revision No.:** 01  
**Name of Office:** OSDS-PERSONNEL  
**Effective Date:** September 10, 2019

**QUALITY FORMS**

**FORM A1: CHECKLIST OF REQUIREMENTS FOR PROCESSING OF APPOINTMENTS**

Name of Appointee: \_\_\_\_\_  
 Position Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Male  Female  
 Permanent  Substitute

No. Of Copies	CHECKLIST OF REQUIREMENTS	NATURE OF APPOINTMENT		REMARKS
		ORIGINAL	REEMPLOYMENT	
4	CS Form No. 33-A (Appointment Form)	_____	_____	
4	CS Form No. 212 (Personal Data Sheet)	_____	_____	
2	Valid PRC License (authenticated by PRC for original apt.)	_____	_____	
2	PRC Report of Rating (authenticated by PRC for original apt.)	_____	_____	
3	BSC Form 1 ( Position Description Form)	_____	_____	
4	Oath of Office	_____	_____	
4	Certificate of Assumption to Duty	_____	_____	
3	CS Form 203	_____	_____	
2	RQA	_____	_____	
2	Official Transcript of Records	_____	_____	
2	Diploma	_____	_____	
2	NBI Clearance (original and photocopy)	_____	_____	
2	Form 211 (Medical Certificate) (original and photocopy)	_____	_____	
	<input type="checkbox"/> Blood Test			
	<input type="checkbox"/> Urinalysis			
	<input type="checkbox"/> Chest X-ray			
	<input type="checkbox"/> Drug Test			
	<input type="checkbox"/> Neuro-Psychiatric Examination			
3	SALN (original copy)	_____	_____	
2	Marriage Certificate (if applicable)	_____	_____	
2	Birth Certificate	_____	_____	

No. Of Copies	CHECKLIST OF REQUIREMENTS	NATURE OF APPOINTMENT		REMARKS
		PROMOTION	RECLASSIFICATION	
4	CS Form No. 33-A (Appointment Form)	_____	_____	
4	CS Form No. 212 (Personal Data Sheet)	_____	_____	
4	Work Experience Sheet	_____	_____	
2	Valid PRC License	_____	_____	
2	PRC Report of Rating	_____	_____	
3	BSC Form 1 ( Position Description Form)	_____	_____	
4	Oath of Office	_____	_____	
4	Certificate of Assumption to Duty	_____	_____	
3	CS Form 203	_____	_____	
2	Comparative Assessment Result (ranklist)	_____	N/A	
2	Publication	_____	N/A	
2	Official Transcript of Records	_____	_____	
1	IPCRF for the last 3 rating period	_____	_____	
2	Service Record	_____	_____	
2	Marriage Certificate (if applicable)	_____	_____	
2	Birth Certificate	_____	_____	
2	Extract of Separation(if applicable)	_____	N/A	

**ACTION TAKEN:**  Accepted  Returned for compliance

Received by: \_\_\_\_\_

Checked and processed by: \_\_\_\_\_

Noted by: \_\_\_\_\_



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
DEPARTMENT OF EDUCATION  
DepED Complex, Meralco Avenue, Pasig City, Philippines




JAN 12 2007

DepED MEMORANDUM  
No. 29, s. 2007

**HIRING OF SUBSTITUTE TEACHERS FOR THOSE WHO GO ON MATERNITY LEAVE**

To: Bureau Directors  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary and Secondary Schools

1. To continuously support the thrust of the Department in the delivery of quality basic education, Schools Division Superintendents and School Administrators are hereby reminded to hire substitute teachers in place of those teachers who go on maternity leave.
2. Schools Division Superintendents are likewise instructed to use the funds intended for this purpose and if necessary to augment the same based on actual requirements. Funds for such purposes should not be saved to provide a fund source for future personnel benefits or other needs. It would be counterproductive to generate savings at the division level by not hiring substitute teachers since this would result to overcrowded and/or merged classes in the schools. This unsettling environment would only hamper and adversely affect the quality of instruction and learning inside the classrooms.
3. Regional Directors should ensure compliance with these instructions by Division Offices in their respective areas of jurisdiction. Anyone found violating this Memorandum shall be dealt with accordingly.
4. For immediate dissemination and strict compliance.

  
TEODOSIO C. SANGIL, JR.  
Undersecretary  
Officer-in-Charge

Reference: None  
Allotment: 1—(D.O. 50-97)  
To be indicated in the Perpetual Index  
under the following subjects:

FUNDS  
LEAVE

OFFICIALS  
TEACHERS