

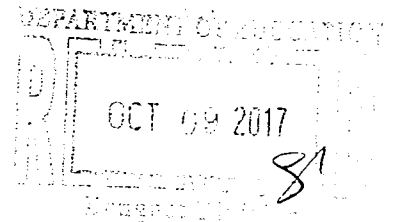


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Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 238 s. 2017



To: **Public Schools District Supervisors**
Coordinating Principals
School Heads
All others concerned

Subject: **POLICY GUIDELINE ON WHERE TO FILL-UP NEWLY CREATED AND/OR NATURAL VACANCIES FOR TEACHER 1 POSITIONS IN PUBLIC ELEMENTARY (INCLUDING KINDERGARTEN) AND SECONDARY SCHOOLS**

Date: **6 October 2017**

1.0 PURPOSE

To provide guidelines **where** to fill-up newly created and/or natural vacancies for Teacher 1 positions in public elementary (including kindergarten) and secondary schools to address the concern on teacher need or teacher shortage.

2.0 COVERAGE

These guidelines shall apply to the following:

- 2.1 Filling-up Teacher 1 position based on a newly created item where the recipient school is not in need or no teacher shortage.
- 2.2 Filling-up Teacher 1 position as a result of natural vacancy where the school is not in need or no teacher shortage.

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3.0 RATIONALE

- 3.1 Whereas, it has been observed that when a **new item** is created, the item specifically indicate the recipient school. However, in most instances, by the time the item is available for filling-up, the recipient school is no longer considered in need specially so when the shortage during the previous school years were already addressed.
- 3.2 Whereas, it has been a prevailing practice that when a **vacancy** occur, the item will be filled-up in the same school without due regard on the teacher need and the usual practice is that the new teacher will be detailed to other schools.
- 3.3 Whereas, these practices do not really address teachers need or shortage in our schools for in most instances at the time of filling-up, the identified or concerned schools are already in excess of teachers.

4.0 GUIDELINES

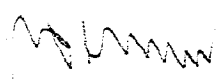
In consonance with the DepEd intention to address the concern on teacher need or teacher shortage and to ensure the equity of teacher deployment, the following steps shall be observed:

- 4.1 Before the determination where to fill-up the newly created and/or natural vacancies for Teacher I positions, the application of teachers for transfer from one station to another shall be taken into consideration in accordance with DepEd Order No. 22, s. 2013 - Revised Guidelines on the Transfer of Teachers from One Station to Another.
- 4.2 After effecting transfers, determine the status of the concerned schools as to teacher need; that is, whether the identified school for the new item or the school where the vacancy occur is in need or not.
- 4.3 If the foregoing school is identified to be in need, then the item for the Teacher 1 position should be filled-up in said school.
- 4.4 However, in the event that the recipient or vacant school is identified to be in excess of teachers or no teacher shortage, then said item shall be filled-up in the school identified to be the **most in need** after effecting transfers as contemplated in 4.1.

4.5 Thereafter, the school declared to be the most in need shall fill-up the item for Teacher 1 position in accordance with the Hiring Guidelines for Teacher 1 Positions.

5.0 These guidelines shall take effect immediately.

6.0 For immediate dissemination and strict compliance.


MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent