



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City



MEMORANDUM

TO: **Public Schools District Supervisors
School Heads / Principals
Teachers
All Concerned**

FROM: **The Office of the Schools Division Superintendent**

SUBJECT: **POLICY ON THE PROCESS OF APPOINTMENT FOR REGULAR AND
SUBSTITUTE TEACHERS**

DATE: **OCTOBER 5, 2018**

DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF ZAMBO. DEL NORTE
DIPOLOG CITY, 7100

RELEASED

OCT 09 2018
DATE
SCHOOLS DIVISION SUPERINTENDENT

In compliance with Section 7 No. 10, Rule III and Section 19, Rule VI of the Omnibus Rules on Appointment and Other Human Resource Action (ORAOHRA), this office hereby directs all concerned to follow the policy provided:

***FOR REGULAR APPOINTMENT:**

To facilitate fast tracking of the effectivity date of Assignment Order and Appointment, applicants are advised to submit all requirements immediately after they are informed that they can be accommodated in the Division and their effectivity date will be based on the day of their complete submission of required documents for both newly hired and promoted teachers/employees.


***FOR SUBSTITUTE APPOINTMENT:**

The Personnel Section will only accept the request for Substitute Teacher once the School head / Principal complies with the following:

1. The School Heads are advised to have the inclusive dates of maternity / sick / personal leave determined and to prepare the complete requirements for appointment of the recommended substitute.
2. The School Head / Principal must submit the Form 6 of the teacher who will be on leave and the complete papers of the substitute teacher prior to the effective date of absence. An allowance of 1 week is given for the School Head / Principal to submit and comply before the effective date of absence.
3. The School Heads are advised to submit the documents of the substitute recommended earlier than the two months approved leave, if the submitted documents will only cover more than one month, their appointment will still be processed. The School Head shall be responsible of the class of the teacher on leave and may initiate measures to address the vacuum or the School Head will take over of the class.
4. A directive **may** also be issued by this office mandating the School Head to take over on the classes of the teacher who is on official leave if the request for substitute is not approved.
5. The Substitute Teacher must not report to the station unless an Assignment Order is issued.
6. The Personnel Section will only issue an Assignment Order and Appointment once the substitute teacher completes the requirements for appointment.

Enclosed are lists of requirements for regular and substitute appointments.

Immediate and widest dissemination of this memorandum is mandated.


PEDRO MELCHOR M. NATIVIDAD, CSEE
Schools Division Superintendent