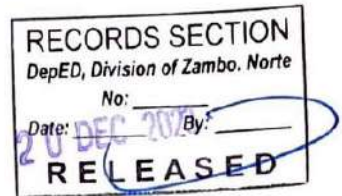




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE




Office of the Schools Division Superintendent

December 19, 2023

Division Memorandum No. 564 s. 2023

GUIDELINES ON THE ROTATIONAL SELECTION OF SUBSTITUTE TEACHERS

1. In adherence to the values of Integrity, Competence and Diligence (ICD), and in faithful observance of merit and fitness and equal opportunity for all, this division announces the guidelines on the Rotational Selection of Substitute Teachers.
2. The above-mentioned guidelines is herein attached.
3. Consequently, Public Schools District Supervisors (PSDSs) and School Heads are instructed to refrain from endorsing substitute teacher applicants as this will give them false hope of getting hired and will cause unnecessary inconvenience to them.
4. This policy shall take effect upon approval.
5. For information, guidance, compliance, and dissemination.


ROY C. TUBALLA EMD, JD, CESO VI
Schools Division Superintendent *JH*

OSDS/mdc/ GUIDELINES ON THE ROTATIONAL SELECTION OF SUBSTITUTE TEACHERS/12202023



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843

Email: zn.division@deped.gov.ph

Website: www.depedzn.net

FB: DepEd Tayo- Schools Division of Zamboanga del Norte



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EXCEPT in the exercise of discretion by the undersigned, the following guidelines in the selection of substitute teachers shall be observed.

a.) **Rotational Selection of Substitute Teachers.**

This means that the selection of substitute teachers shall be done on a rotational basis following strictly the ranking in the District Registry of Qualified Applicants (DRQA). Meaning to say, that each and every applicant in the RQA must be given at least one opportunity to be hired as a substitute teacher. This is to ensure objectivity in the selection process and shall ensure that merit and fitness and equal opportunity is observed.

b.) **Localization in the selection of Substitute Teachers.**


This means that after the selection of substitute teachers has been done, localization shall also be considered. Priority shall be given to those residing within the school's locality or nearby barangays but not outside the municipality except for applicants coming from Dipolog City or Dapitan City.

c.) **Coordination in the Selection Process.**

This means that whenever there will be a vacancy for substitute, School Heads for both Elementary and Secondary shall coordinate with their respective district offices and if needed with the SDO HR. This is to ensure that the rotational hiring shall be observed strictly. Furthermore, best effort must be exerted in communicating with the applicants lined up for substitute based on DRQA.

d.) **Final Selection shall be done at the SDO.**

This means that the selection at the district level is recommendatory in nature and the Schools Division Office reserves the right to approve or disapprove and decide whom to hire.


ROY C. TUBALLA EMD, JD, CESO VI
Schools Division Superintendent