

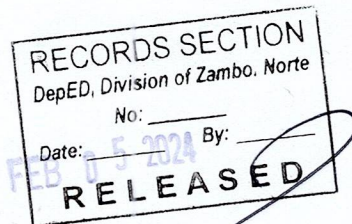


Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent

January 31, 2024



Division Memorandum
No. 82, s. 2024

**ADDENDUM TO DIVISION MEMORANDUM NO. 564 S. 2023, Re: GUIDELINES ON
THE ROTATIONAL SELECTION OF SUBSTITUTE TEACHERS**

TO : **Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
School Heads, Public Elementary & Secondary Schools
All Others Concerned**

1. This Office issues this Supplemental Guidelines on Rotational Selection of Substitute Teachers in order to establish a tracking and feedback mechanism relative to the engagement of substitute teachers and to track the profile of the latter, to wit:

a. **Tracking of Substitutes' Work Experience.** Heads of schools where the substitute teachers were engaged or assigned shall secure information on the substitutes' experience to include but not limited to the length of substitution assignment, the number of times being hired as substitute, and the school/s where they were assigned.

b. **Feedback Mechanism.** At the conclusion of every substitution stint, concerned school heads shall render terminal report capturing the following aspects, namely: common feedback from learners with respect to the substitutes' attributes, common feedback from teachers with respect to the substitutes' skills in facilitating learning, and working relationship with them. The terminal report shall also capture the dominant impression of the substitutes' work experience as substitute in schools they are respectively assigned.

2. In relation to the foregoing clauses, the terminal report shall be seasonably accomplished and submitted online through **bit.ly/substitutesprofile**.

3. The School Governance and Operations Division through the School Management, Monitoring & Evaluation as well as the Planning & Research Units shall render periodic report to include policy recommendations to the division EXECOM. The Human Resource Management and Human Resource Development Units shall take into account the data and information of the consolidated terminal report from the field as well as the periodic evaluation reports, to serve as inputs for future substitution considerations, and for learning & development (L&D) interventions, accordingly.

4. Immediate dissemination of this Memorandum is highly desired.

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